

VERSION 8-05-04

OMNISHIP

User Guide for Plantrol's Shipping System



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DOCUMENT INFORMATION

This document is applicable to standard Plantrol systems and may not reflect customizations for your company's system. Documents are also written for the latest revision of a Plantrol System and include instructions on the latest standard and optional components.

This manual is designed to allow you to get started quickly, and to be a reference point for questions that may arise later. As each Plantrol product is somewhat customized to the user's needs, and functionality is steadily being added, it will not be all-inclusive.

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NOTES

OVERVIEW

Plantrol's Omni Ship will allow you to process shipments efficiently, access carrier rates and services, print the shipping documents you need, and interface with your order entry, forms management, and billing systems. An overview of features is shown below.



Plantrol's Omni Ship processes and tracks any shipment efficiently, accesses carrier rates and services, prints the shipping documents you need and interfaces with your Order Entry, Finished Goods, and Billing systems. With an Interactive Website, your customers can visit your website and check the status of their shipment any time of day or night.

Supported Carriers

- UPS-Including International
- FedEx-Ground and Air
- US Mail
- Common Carriers
- Speedee Delivery

Features

- One Solution for All Your Shipping Needs
- Rate Shopping
- Process Any Miscellaneous Shipment
- Easy Access to Jobs and Releases
- Combine Items in Cartons
- Capture Billing Information at Shipping Time
- Update Order or Release in Real Time
- Electronic Manifests for UPS and FedExGround
- Print Labels in Advance or When Shipping
- International Shipping
- Daily Shipping Report
- Carrier Detail Reports
- Standard Bill of Lading / Packing List Form
- Thermal Bar Code Labels for UPS and FedExGround
- On-Line Tracking
- Automated Per Carton and Shipment Handling Charges
- On-Line Tracking
- Automatically Display Customer Routing Requests
- Export Documents
- Combine Orders, Releases, Misc. Items in one shipment

Options

- Customized Labels, Packing Lists or Bills of Lading
- Interactive Web Pages
- Bar Code Reader
- Electronic Scale Interface

Standard Reports

- Omni Ship Report of Daily Shipments
- Thermal Address Label
- UPS Labels
- Commercial Invoice for UPS International
- UPS Shipping Detail Report
- FedEx Ground Labels

VISUAL SYSTEM BASICS

TERMINOLOGY

To clarify communications, many of the standard terms that are used throughout Plantrol's Visual Systems are defined below, and shown on the associated screen shot.

Term	Meaning
Window	The rectangular portion of your screen that displays an open program or the contents of a folder or file. You can have multiple windows open at the same time.
Click	Refers to clicking the left mouse button once.
Double-click	Refers to quickly clicking the left mouse button twice.
Right-click	Refers to clicking the right mouse button once.
Grid	The area where data is displayed in columns and rows.
Title Bar	The solid area at the top of the window where the Title of the window is displayed.
Column	Data displayed in a vertical column.
Row	Data displayed in a horizontal row.
Heading	The title given to a column of data.
Record selector column	The column to the left of the data in the grid. An arrow is displayed pointing to the active row.
Refresh	Clicking the Refresh button will update the data in the active window without closing the window.
Tree control	A manner of viewing data that allows you to view only the predominant file name, or all the subsidiary file names as well.
Drill down	Display the underlying details of a job or a field. Position the cursor in the record selector column and click, or double click on a field. The specific drill downs available are customized in each system.
Speed Keys, Hot Keys, or Shortcut Keys	A quick way to get the cursor to move to a field without using the mouse. The underlined letter in the field title indicates that you can press the Alt key with the indicated letter, and the cursor will move to that field.

Tabs

Title Bar

Row

Tree Control

Grids

Record Selector Column

Omni Ship Windows

The screenshot displays the OMNI SHIP Shipment Entry application. At the top is the title bar with the application name. Below the title bar is a menu bar with File, Edit, User, Inquiries, Reports, Tools, and Window. A toolbar below the menu bar contains buttons for Find (F1), Next (F2), Change (F3), Add (F4), Delete (F5), Save (F9), Cancel (F11), and Exit (F10). The main window is titled 'Shipment Entry' and contains several sections:

- Shipment Identification:** Shipment Number (radio button selected) 300005, Carrier (radio button selected) UPS, Service Level (radio button selected) 2nd Day Air, Kind (radio button selected), Shipper ID (radio button selected) OH 481-905, and a 'Process Shipment' button.
- Ship To:** Fields for Customer or Warehouse selection, Residential checkbox, Bill To, Ship To, Company Name (National Center), Attention Line, Street Address (123 Main Street, NW), Address Line 2 (Suite 525), Address Line 3, Country (UNITED STATES), City (New York), State (NY), Zip Code (10011), Phone, Fax, and Tax Code (NY).
- Print Options:** Checkboxes for Thermal Label, Regular Carton Label, Distributor Carton Label, Inner Labels, and Packing List/BOL. Buttons for Print and Inside Delivery.
- Shipping Instructions:** A text area with a 'Print on Packing List' checkbox.
- Transaction:** A table for tracking items. It shows a header 'NC: 8530' and a table with columns: Line Item, Quantity Ordered, Quantity Shipped, and Package Merchandise Desc. The table contains three rows:

Line Item	Quantity Ordered	Quantity Shipped	Package Merchandise Desc.
1	5	16	PORTRAITS OF LEARNING: K-8TH. GRADE
2	5	5	STANDARDS FOR OUR SCHOOL (PAPE
3	1	1	PERFORM/STANDARD VVIDEO

 Other fields in this section include Shipment (7, Partial), Sched. Ship Date (09-08-99), Cost Center, Total Weight (15), Shipping Charges (25.25), and Sales Rep.
- Cartons for: PORTRAITS OF**: A table showing carton details. It has columns: Package Type, # of Ctns, Carton Weight, and Qty per Carton. It shows one Multi item (1 carton, 10 weight, 10 quantity) and one Single item (1 carton, 5 weight, 6 quantity).
- Shipment Number 300005**: A tree control showing the structure of the shipment. It includes sections for Single Item Cartons and Multi-Item Cartons, each with line items and carton details.
- UPS INFORMATION**: Shipment Options (checkboxes for Saturday Delivery, COD, Ship Notification, Call Tag, and HAZMAT), a Rate Shop button, and sections for Declared Value and Package Options (checkboxes for Additional Handling, COD, Declared Value, HAZMAT, Ship Notification, Delivery Confirmation, Oversized / Dim Wgt, and Label Reference Fields).

WORKING WITH WINDOWS

There are many ways to resize or move windows, most of which are common with standard Windows tools. Using these tools, you can have many windows open at one time, and view the information within them simultaneously, or even move data between them.

Window Control Buttons

You can resize or close open windows by clicking one of the window control buttons located on the far right of the title bar.

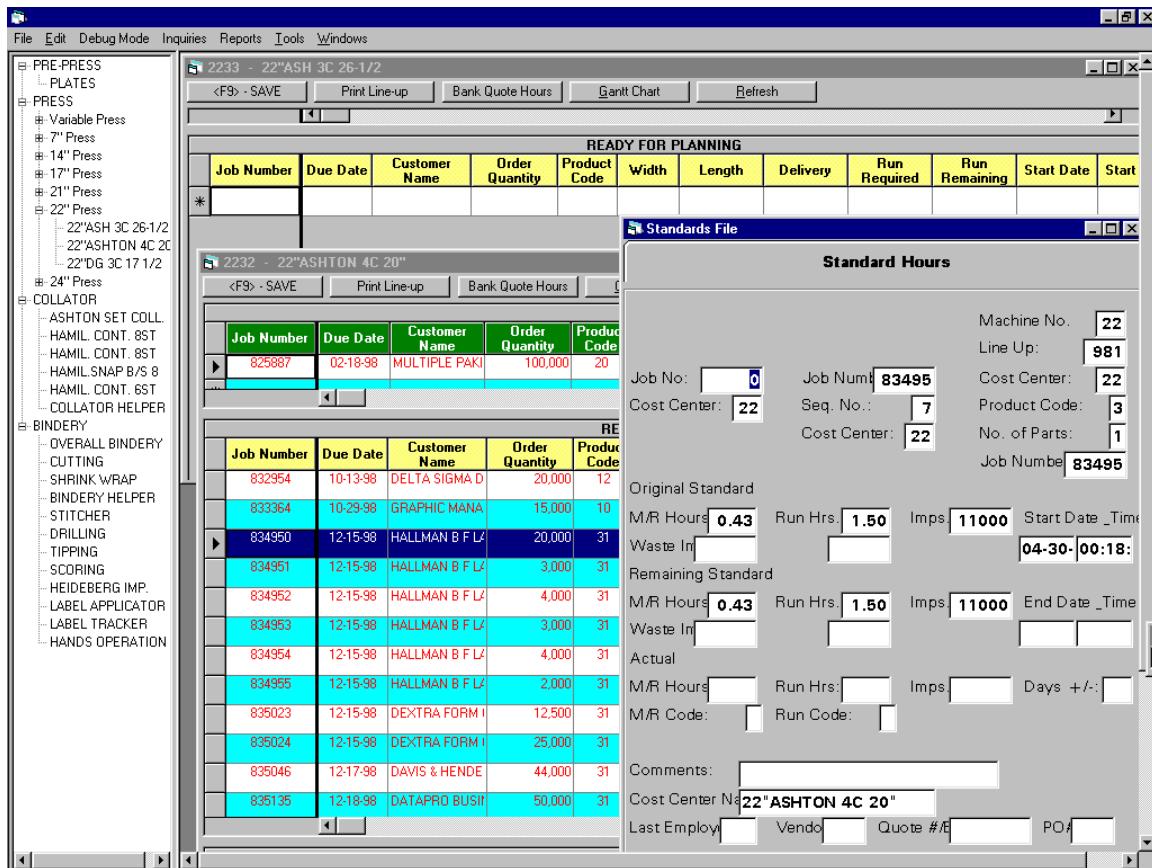
Button	Name	Use to
	Minimize	Minimize a window. A minimized window is still open. A window button appears on the taskbar.
	Maximize	Enlarge a window to its largest possible size.
	Restore	Return a window to its previous size
	Close	Close a window.

How to Resize a Window by Dragging

1. Position the cursor on the edge or corner of the window you want to resize until the cursor turns into a bi-directional arrow.
2. Click and hold down the left mouse button as you use the mouse to move the window boundary.
3. Release the mouse button when the boundary is where you want it.

How to Move a Window

1. Click in the Title Bar of the window and continue to hold the left mouse button down as you drag the window to its new location.
2. Release the mouse button when the window is where you want it.



Working with Multiple Windows

You can have multiple windows open at one time.

Only one window is active at a time.

The active window is the one with the colored title bar. The inactive window's title bars are gray.

To make a window active, click within it. It will become active and come to the front of the other windows.

CUSTOMIZING YOUR VIEW

Working with Columns

The width and depth of most display fields, as well as their order, fonts and alignment are fully customizable by each user. In this section we will describe the use of the tools which allow you to change the width and the order of the columns, and to lock columns at the left.

Changing the width of the columns

In order to display the full text of a field, you may want to widen the column.

1. Position the cursor in the heading to the right of the column you want to affect, until the cursor changes to a bi-directional arrow.
2. Click and hold the left mouse button down as you move the right boundary of the column left or right.
3. Release the mouse button when the column is the width you want.

Moving the columns

You will want to order the columns in the most meaningful view for you.

1. Click on the column heading. This selects the column. You will see it change color.
2. Click again and hold down the left mouse button as you use the mouse to drag the column to its new location. You will see the cursor change as the item starts to move.
3. Release the mouse button when the column is where you want it.

Locking columns at the left

Note: This functionality does not apply to Omni Ship.

Columns that are locked at the left will remain in position in the window when you scroll right in the grid. A small white area is visible between the locked area and the rest of the grid.

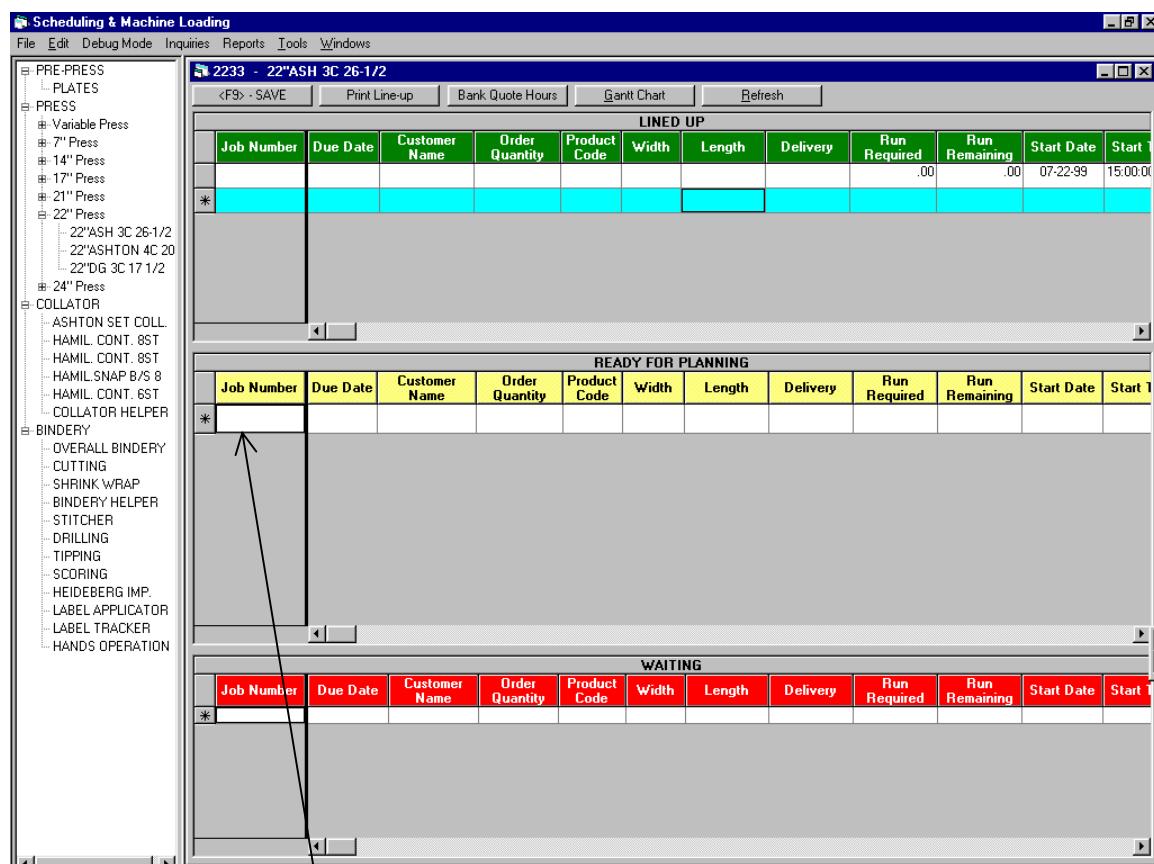
It is recommended that the job number column be locked at left. If you wish, you can lock additional columns as well. To add columns to the locked area, first unlock any columns that are already in the locked area.

How to Unlock columns

1. Double click on an item within the grid of the locked area.
2. The menu displays.
3. Click on “Unlock”.
4. The area is no longer locked.

How to lock columns at the left

1. Move the columns you wish to lock at the left to the leftmost area of the grid.
- (See “Moving the Columns” above.)
2. Double click on an item within the grid of the rightmost column which is to be locked at the left.
3. The menu displays.
4. Click on “Lock at left”.
5. The columns are locked.



The Job Number column is locked at left in all three grids shown.

Changing the Appearance of Headings and Columns

The column settings tool gives you the ability to change the font, alignment, text, and number of lines of the column heading. You can also affect the font and alignment of the body of the column. (You can also select to hide certain columns from view, although the procedure for this is not detailed here.) The fore and background colors of the columns can also be adjusted, but these are preset and should not be changed! A change will affect the functionality of the system.

Changing the type font of a heading or a column.

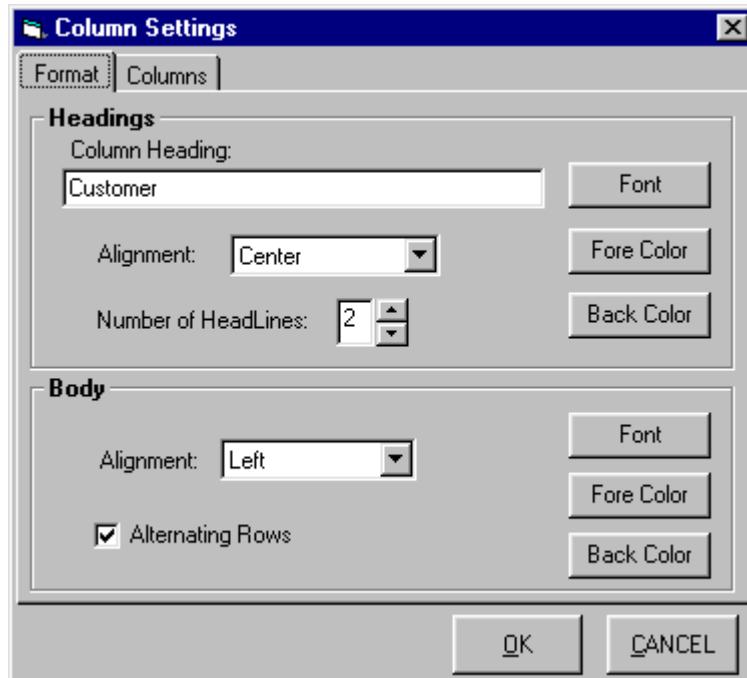
1. Double click on an item in the column. (not the heading)
2. The menu displays.
3. Click on “Column Settings”
4. To change the heading font, in the “Headings” section, click Font.
5. Use the mouse to highlight your selections. Click OK.
6. To change the column font, in the “Body” section, click Font.
7. Use the mouse to highlight your selections. Click OK.
8. Click OK.

Changing alignment of a heading or a column.

1. Double click on an item in the column. (not the heading)
2. The menu displays.
3. Click on “Column Settings”
4. To change the alignment of the heading, in the “Headings” section, click the down arrow in the alignment box.
5. Select CENTER, LEFT, RIGHT, or GENERAL by hovering over and clicking your selection.
6. To change the alignment of the column, in the “Body” section, click the down arrow in the alignment box.
7. Select CENTER, LEFT, RIGHT, or GENERAL by hovering over and clicking your selection.
8. Click OK.

Changing heading text, or number of lines in the heading.

1. Double click on an item in the column. (not the heading)
2. The menu displays.
3. Click on “Column Settings”
4. To change the heading text, in the “Column Heading” text box, type the new heading.
5. To change the number of lines in the heading, in the “Number of Headlines” box, click on the up or down arrows to select the number of lines.
6. Click OK.



Working with Rows

To further enhance the readability of your windows, you can make the rows within the grid taller or shorter as you prefer. Alternate row highlighting can also be added to the grids.

Changing the height of the rows

In order to display the full text of a field, you may want to increase the height of the rows.

1. Position the cursor in the record selector column on the boundary between two rows, until the cursor changes to a bi-directional (up and down) arrow.
2. Click and hold the left mouse button down as you move the boundary of the row up or down.
3. Release the mouse button when the row is the height you want.

Adding alternate row highlighting to the grid

4. Double click on an item in the grid.
5. The menu displays.
6. Click on “Column Settings”
7. Click on “Alternating Rows” to check the box.
8. Click OK.

Removing alternate row highlighting from the grid

1. Double click on an item in the grid.
2. The menu displays.
3. Click on “Column Settings”
4. Click on “Alternating Rows” to remove the check from the box.
5. Click OK.

The screenshot shows a Windows application window titled "2226 - 17"ASHTON 4C 26". The window has a menu bar with File, Edit, Debug Mode, Inquiries, Reports, Tools, and Windows. On the left is a tree view of machine categories and sub-categories. The main area contains three data grids:

- LINED UP** grid: Shows scheduled jobs with columns: Job Number, Start Time, Days Ahea, Hours in front of, Form Number, Product, Inks Face, Delay Code, Inks Back, Part Info, Late Comm, Plate Complete, and Sch. Da.
- READY FOR PLANNING** grid: Shows jobs ready for planning with columns: Job Number, Due Date, Customer Name, Order Quantity, Product Code, Width, Length, Delivery, Run Required, Run Remaining, Start Date, and Star.
- WAITING** grid: Shows waiting jobs with columns: Job Number, Due Date, Customer Name, Order Quantity, Product Code, Width, Length, Delivery, Run Required, Run Remaining, Start Date, and Star.

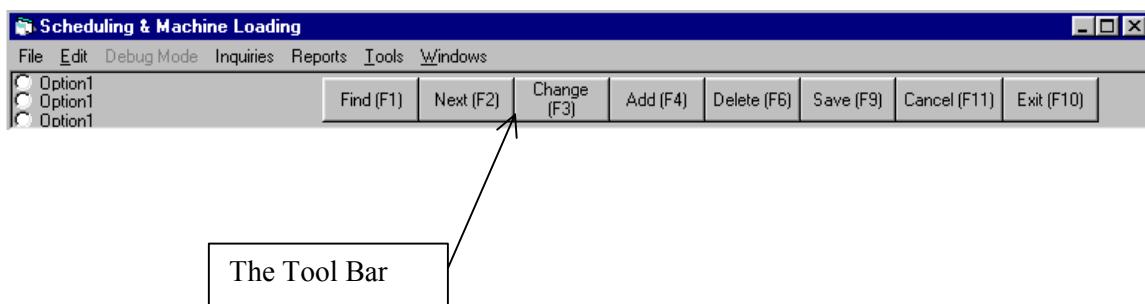
The middle grid above, "Ready for Planning", has alternate row highlighting turned on. The top and bottom grids do not. Also notice the different row heights between grids. These windows are taken from the Plantrol Scheduling and Machine Loading module.

TOOL BARS AND MENUS

A standard tool bar is used throughout Plantrol systems. You can click the button on the tool bar, or use the associated function key to perform the task. Available menus display at the top, just below the title bar.

The Tool Bar

The Tool Bar is toggled on and off by clicking on “Toggle Toolbar” on the Window Menu. Not all options on the tool bar are active at any one time. The choices that are not available are grayed out. The chart below lists all possible choices.



BUTTON TITLE	FUNCTION KEY	USE TO
Find	F1	Find a new record.
Next	F2	Find the next sequential record. Shift F2 will find the previous record.
Change	F3	Make changes to the record.
Add	F4	Add a new record.
Delete	F6	Delete the current record.
Save	F9	Save changes to the record.
Cancel	F11	Clear the screen.
Exit	F10	Close the window.

Using Menus

In the example below, taken from the Scheduling and Machine Loading module, the user clicked on File, and then on File Maintenance. Additional choices are now displayed

The menu bar displays just below the title bar.

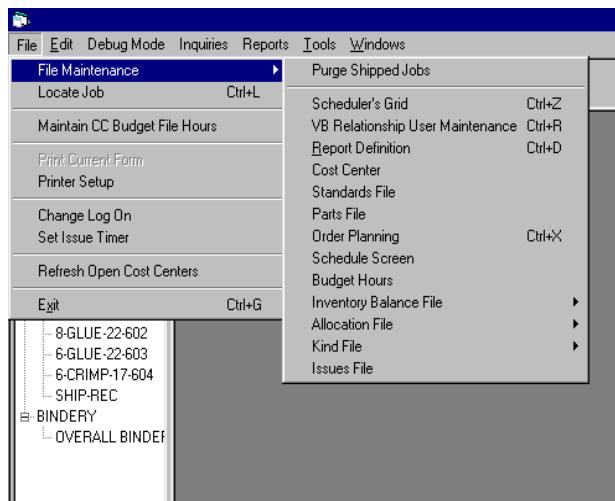
Click on the menu name to display the menu.

A right pointing arrow at the right of the menu indicates further choices are available.

There may be several levels to the menus.

Speed key options are shown to the right of the menu item.

You can use the speed keys to activate the menu choice without going to the menu.



SETTING UP THE SYSTEM

Although most of the set up will normally be done prior to installation, it is helpful to understand the steps required. Of course, there are minimum system requirements for the PC, printers, or other accessories used. These are listed below, as well as an overview of the steps that must be taken both in Harvey's CPS system, as well as directly in Omni Ship.

SYSTEM REQUIREMENTS

Stated in generalities – check with Plantrol for specifics for your system

PC – Minimum Windows 95 or higher – 300 mhz – Pentium – 64 mb – 1024X768 resolution – 17" monitor.

Compatible modem

Devoted phone line

Thermal printer

Printers for custom labels and other documents – check with Plantrol for compatibility

PC Anywhere for remote support

CONFIGURING THE SOFTWARE

The “Setup” program in Harvey CPS must be run on each PC in the installation. (Start → Programs → CPS for Windows → Setup CPS) This program may be run again at any time to change the default information or add carriers. Also, the program “Tools” can be used to make minor changes. **We recommend that you consult with Plantrol before using these programs.** The items which are designated in this program include:

User company name and address to be used for UPS billing, as well as default return address.

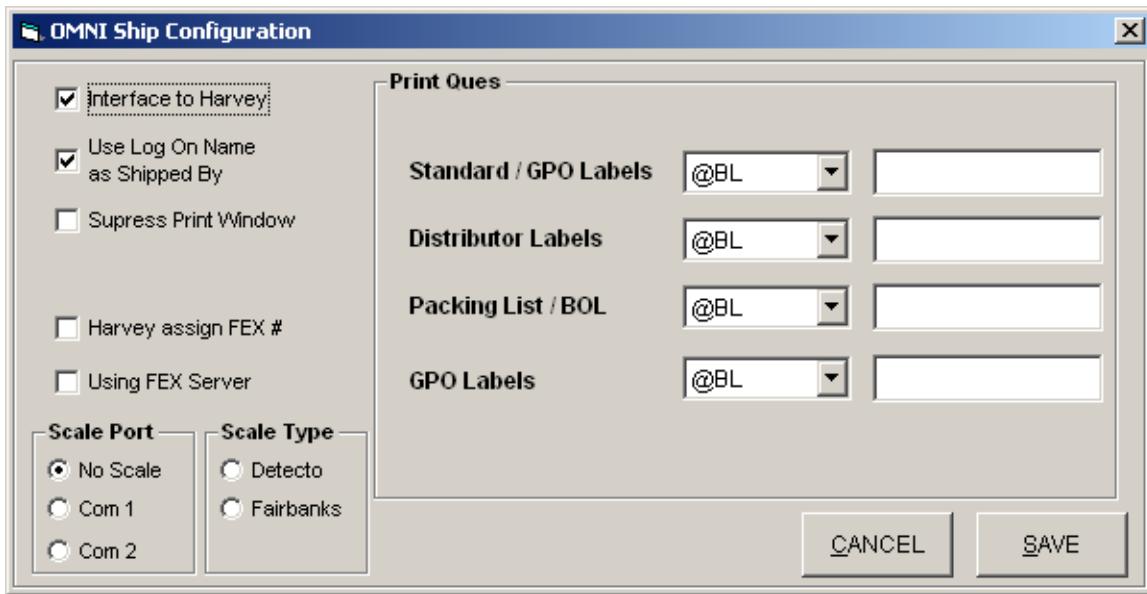
For UPS and other carriers used – account number, service and document preferences.

Thermal label and report printer information

Default settings

The system defaults for Omni Ship are accessed from the file menu.

Select Setup Options – Omni Ship Options and Settings to display the box below.



Interface to Harvey. Selecting the interface to Harvey will enable UPS, FedEx Ground, FedEx, and US Postal interface.

Use Log On Name as Shipped By. This allows you to avoid having to input the “shipped by” information on every shipment.

Suppress Print Window. The print window alerts you that a report has been sent to the printer and can be turned off here. The print window provides useful information during the setup process.

Harvey assign FEX #. If the optional FedEx server software is being used on the PC, check this box to automatically assign airbill numbers.

Scale Port. Indicate if a scale has been interfaced to Omni, and its Com port.

Scale Type. Specify scale type if used.

Form names, print queues, and special form names. Indicate the que for each custom form, and input any special form names in the box. Access to this area allows you to change these at any time.

The default report printer is set by choosing: File → Setup Options →Printer Setup. This printer must also be chosen as the default printer on the PC.

HOW TO PROCESS SHIPMENTS

UNDERSTANDING THE SHIPMENT ENTRY WINDOW

The shipment entry window is where you will be doing most of your work. It is used to enter and process new shipments or to display saved shipments. You need to know your way around this window. To open the shipment entry window, click on User → Process Shipments.

The screenshot shows the OMNI SHIP Shipment Entry window. The window has a menu bar with File, Edit, User, Inquiries, Reports, Tools, and Window. Below the menu is a toolbar with Find (F1), Next (F2), Change (F3), Add (F4), Delete (F8), Save (F9), Cancel (F11), and Exit (F10). The main area is titled 'Shipment Entry' and contains several sections:

- A: Shipment**: A section for entering shipment details, including Shipment Number (100662) and Order Number.
- B: Carrier**: A section for selecting the carrier (UPS) and service level (Ground).
- C: Addresses**: A section for entering ship-to information, including residential status, company name (ASSOCIATED PRINTING SERVICE), attention line (MF TRIBUS LEE INSURANCE AGENCY), street address (13 STATION ROAD), and address lines 2 and 3.
- D: Freight Billing**: A section for selecting print options, including Thermal Label (checked), Standard / GPO, Distributor, and Packing List/BOL.
- E: Printing Options**: A section for selecting print options, including Print on Packing List and Inside Delivery.
- F: Order Information**: A section for order details, including Order No. (ORDER: 75949), Shipment (1), Partial checkbox, Sched. Ship Date (05-14-99), Total Weight (50), and Shipping Charges (16.87).
- G: Item Information**: A section for item details, including Order No. (ORDER: 75949), Shipment (1), Partial checkbox, Sched. Ship Date (05-14-99), Total Weight (50), and Shipping Charges (16.87).
- H: Package Details**: A section for package details, including a table for Cartons for LASER:

Package Type	# of Ctns	Carton Weight	Qty per Carton
Single	2	20	1000
Single	1	10	500
*			
- I: Add or Remove Buttons**: Buttons for managing items in the shipment.
- J: Shipment Totals**: Total weight (50) and shipping charges (17.87).

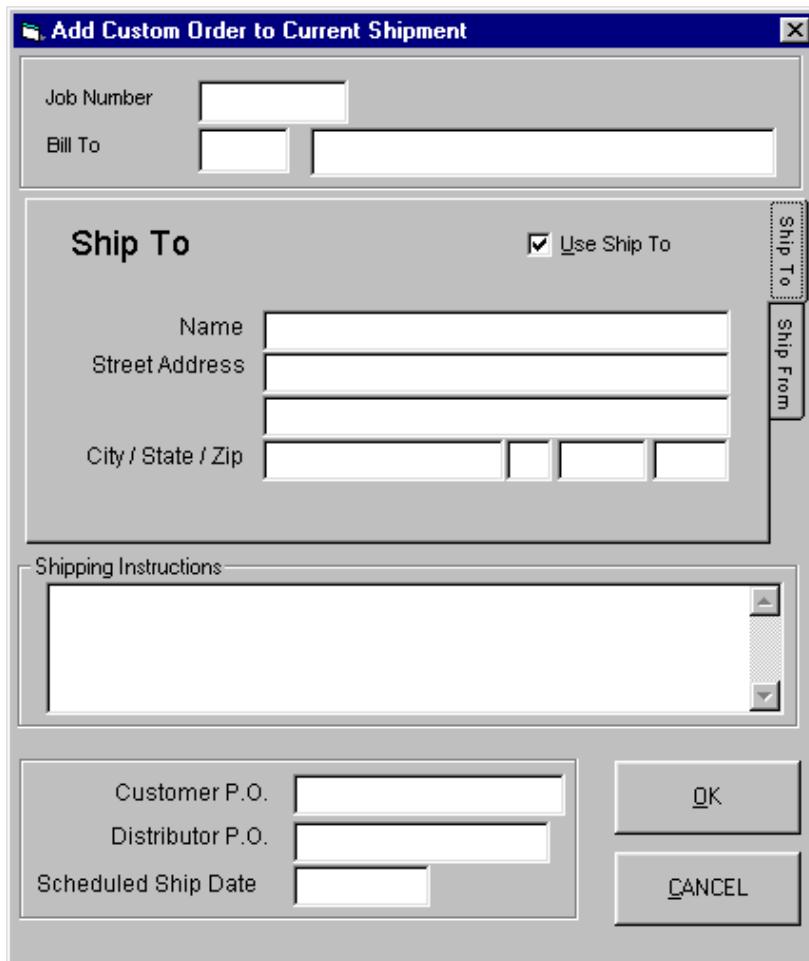
Shipment Entry Window – Area Definitions

Item	Name	Used For
A	Shipment Identification	Shipment or order number. Used to FIND shipments.
B	Carrier info	Shipment carrier. Some carriers, like UPS, also have Service Levels and shipper ID numbers.
C	Addresses	The ship-to address and ship-from address are visible by clicking on the appropriate tab. Third party billing info will appear under a tab if needed.
D	Freight Billing	Freight bills can go to the shipper, receiver, or a third party. If a Bill of Lading is printed, the billing address will depend on your choices.
E	Printing Options	UPS or RPS barcode labels can be generated, as well as custom labels, packing lists, or bills of lading. These can be printed as you need them or automatically generated when the shipment is processed.
F	Order Information	Information is retrieved directly from the Order Entry, Forms Management, or other custom system.
G	Item Information	Quantity ordered, shipped, numbering and other information for multiple items. Most of this will be displayed automatically when package information is input.
H	Package Details	Package weights and quantities are input here.
I	Add or Remove Buttons	You can add orders, releases, and miscellaneous items to the same shipment.
J	Shipment Totals	Shipment information is displayed as you add items or packages. After processing, the shipment charges are shown.

HOW TO SHIP AN ORDER OR RELEASE

The steps to process a shipment are always the same, although certain steps may vary slightly. A procedure, which flows top to bottom and left to right through the computer form, allows the most efficient process. Base your steps on the order below.

1. Click on ADD AN ORDER or ADD A RELEASE. (A form similar to the one below is displayed.)
2. Input the job or release number. Verify that this is the correct order. If it is not, click the CANCEL button and input the correct number.
3. If more than one ship to address is available, select the correct address by clicking "Use Address".
4. Click the OK button.



NOTE: The order or release information is now displayed in the window as shown below.

5. Select Carrier and Service level (if appropriate).
6. Select payment terms.
7. Enter your initials.
8. Enter carton information (package type, number of cartons, weight, and quantity).

9. Repeat steps 1 to 8 to add additional orders to the shipment.
10. If UPS or other carrier's additional services are required, click on the Items tab and select them.
11. Select the documents you wish to generate when the shipment is processed.
12. Click PROCESS SHIPMENT.
13. Click OK when prompted.

NATIONAL OMNI SHIP

File Edit User Inquiries Reports Tools Window

Find (F1) Next (F2) Change (F3) Add (F4) Delete (F5) Save (F6) Cancel (F11) Exit (F10)

Shipment Entry

OMNISHIP

Shipment | Items | Harvey

<input checked="" type="radio"/> Shipment Number	<input type="radio"/> Order Number	400106	Carrier	Service Level	Kind	Shipper ID																																																																		
		UPS	Ground																																																																					
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This shipment has already been processed. The PROCESS SHIPMENT button has been replaced with the “shipped” icon.

HOW TO SHIP A MISCELLANEOUS ITEM

A “miscellaneous item” is any item that is not already defined on an order or release. This may be items being returned to a vendor, sales material being sent to a customer, or a personal item being shipped from work. Miscellaneous items can be combined with orders and releases in one shipment if they are all going to the same address by the same method.

Follow the steps below to ship a miscellaneous item by itself.

1. Click MISCELLANEOUS on the Orders tab. (A shipment number is assigned.)

The screenshot shows the 'Shipment Entry' window of the 'NATIONAL OMNI SHIP' software. The window has a toolbar with buttons for Find (F1), Next (F2), Change (F3), Add (F4), Delete (F5), Save (F9), Cancel (F11), and Exit (F10). The main area is titled 'Shipment Entry' and contains tabs for 'Shipment' (selected), 'Items', and 'Harvey'. The 'Shipment' tab has fields for 'Carrier' (set to UPS), 'Service Level' (set to Ground), 'Kind', 'Shipper ID', and a 'Process Shipment' button. The 'Ship To' section includes fields for 'Customer' or 'Warehouse', 'Bill To', 'Ship To', and address fields for 'Company Name', 'Attention Line', 'Street Address', 'Address Line 2', 'Address Line 3', 'Country' (set to UNITED STATES), 'City', 'State', 'Zip Code', 'Phone', and 'Fax'. To the right of these fields are 'Print Options' (checkboxes for Thermal Address Label, Regular Carton Label, Distributor Carton Label, and Packing List / BOL), 'Shipped By' (set to AAPLA), and checkboxes for 'Inside Delivery' and 'From Warehouse'. Below the 'Ship To' section is a 'Freight Terms' dropdown (set to PPD/Add), an 'FOB' dropdown (set to Plant), and an 'Air Bill / Pro Number' field. The 'Shipping Instructions' section contains a checkbox for 'Print on Packing List'. The 'Misc.' tab is selected, showing a dropdown menu with 'Miscellaneous' selected. A callout box with the text 'Select MISCELLANEOUS here.' points to the 'Miscellaneous' option in the dropdown. The 'Miscellaneous' table has columns for Quantity Ordered, Quantity Shipped, Package Merchandise Desc., Item Number, Line Item, Inventory Unit, Unit Quantity, and a 'Shipment' checkbox. The 'Miscellaneous' table currently has one row with a single asterisk (*). The bottom of the window has buttons for 'Remove from Shipment', 'Add Release', 'Add Order', 'Total Weight' (0.00), 'Cartons Shipped' (0), 'Shipping Charges' (0.00), and mode selection buttons for 'Change Mode' (CAPS, NUM, INS).

2. Input the ‘Ship To’ address. A company name, street address, city, state, and zip code are required. On line help (Shift F12) is available to access the “bill to” and “ship to” files your system includes.

3. Your company name and address will default into the “from” area. Click the “Ship From” tab and change the information if you need to.
4. Select Carrier and Service level (if appropriate).
5. Select payment terms.
6. Enter your initials in the “Shipped By” field.
7. Enter the Package Merchandise Description.

NATIONAL OMNI SHIP

File Edit User Inquiries Reports Tools Window

Find (F1) Next (F2) Change (F3) Add (F4) Delete (F5) Save (F9) Cancel (F11) Exit (F10)

Shipment Entry

OMNIShip

Shipment **Items** **Harvey**

Ship To Customer **Bill To**
 Warehouse **Ship To**
 Residential

Company Name Plantrol Systems
Attention Line
Street Address 100 Bourne Street
Address Line 2
Address Line 3
Country UNITED STATES **City** Westfield **State** NY **Zip Code** 114787
Phone **Fax**

Print Options
Ship Date 10/18/99 **Print**
Billing Options Shipper Regular Carton Label
 Distributor Carton Label Packing List / BOL
Freight Terms Prepaid **Air Bill / Pro Number** Inside Delivery
FOB Plant **From Warehouse** From Warehouse
Shipping Instructions

Misc. *** Miscellaneous ***

Line Item	Quantity Ordered	Quantity Shipped	Package Merchandise Desc.	Item Number	Inventory Unit	Unit Quantity (FPU)	Parts
1		1	PC to be configured				
*							

Cartons for: PC TO BE

Package Type	# of Ctns	Carton Weight	Qty per Carton
Single	1	35	1
Single			
*			

Remove from Shipment **Add Release** **Add Order** **Total Weight** 35 **Cartons Shipped** 1 **Shipping Charges**

Change Mode **CAPS** **NUM** **INS**

Input the Merchandise Description before entering the carton information.

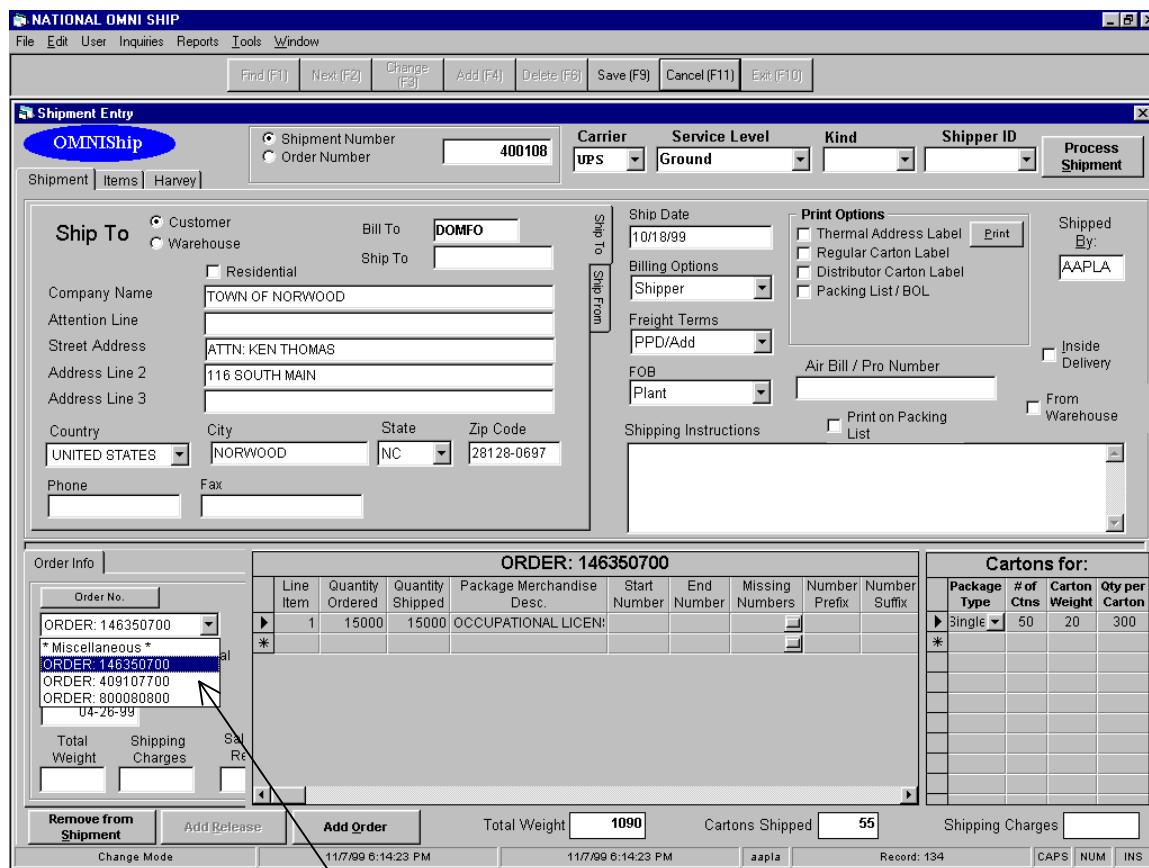
8. Enter carton information (number of cartons, weight, and quantity).
9. If UPS or other carrier's additional services are required, click on the Items tab and select them.
10. Select the documents you wish to generate when the shipment is processed.
11. Click PROCESS SHIPMENT.
12. Click OK when prompted.

HOW TO SHIP ITEMS TOGETHER

There are many benefits to combining jobs, releases, or both into one shipment, not the least of which is reduced shipping cost. Using the ADD ORDER and ADD RELEASE buttons, you can easily ship items together. Simply follow the steps listed under "How to Ship an order or release". You can even add a miscellaneous item to the shipment, following the normal steps.

After the first item you enter, the information on the top half of the shipment window will remain the same. Only the item and package information will change as you add additional items, as shown below.

You can remove an order from the shipment by displaying the order, and pressing the REMOVE FROM SHIPMENT button.

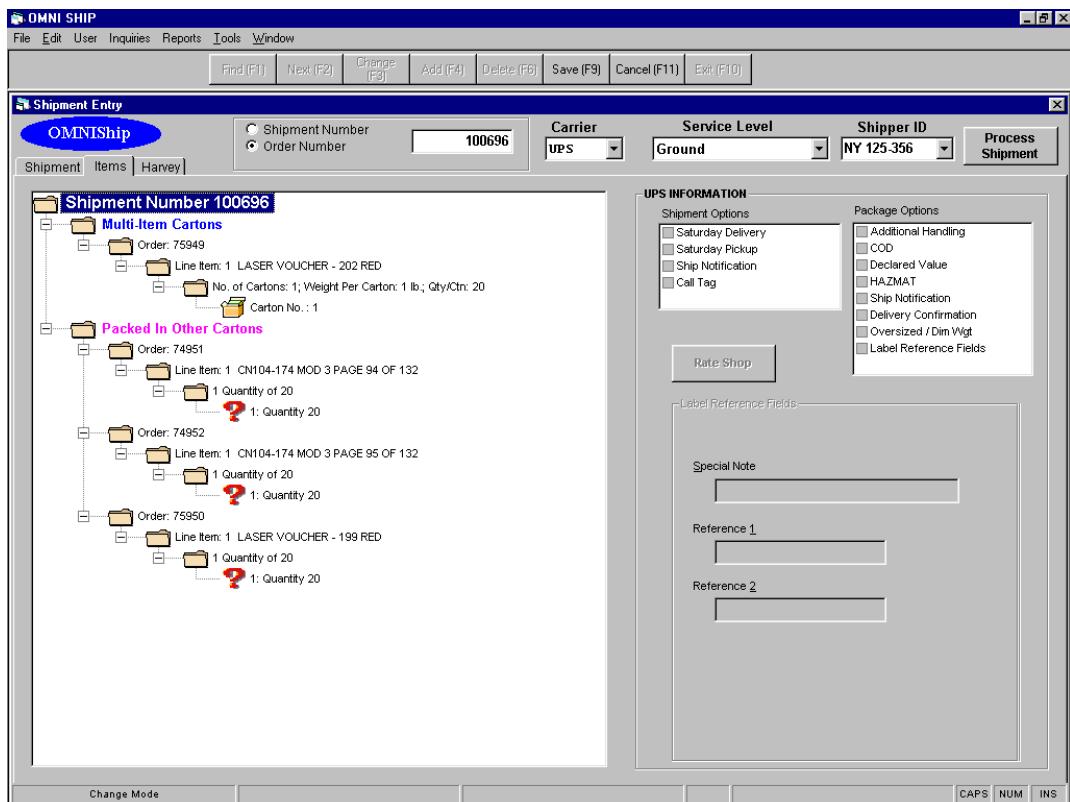


The orders combined in this shipment can be displayed by clicking on the Order No. down arrow. Click on an order number to display its package and item information.

How to Combine Jobs in One Carton

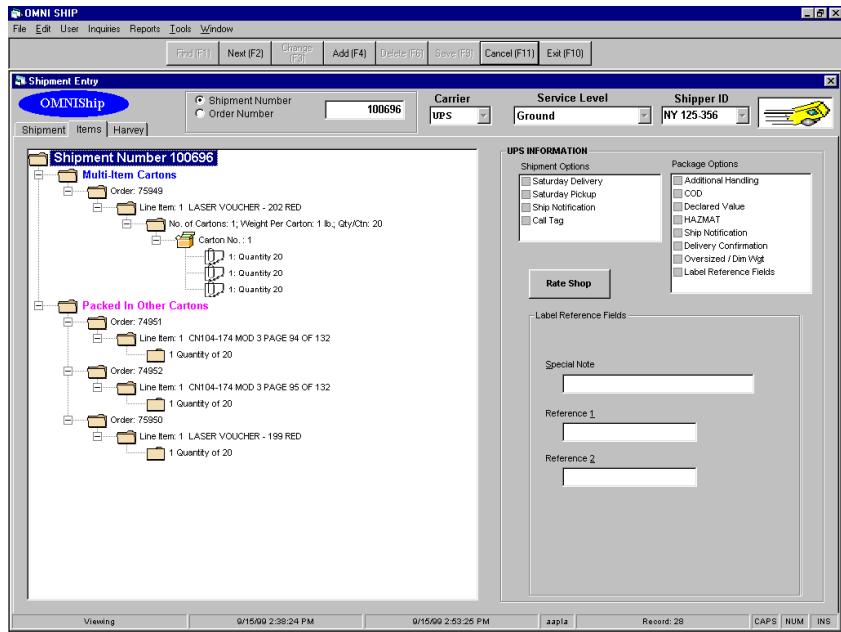
You can process shipments with multiple items in one carton without indicating which cartons contain which items. However, you may prefer to be more specific for your internal records. This can be done using the carton types “multi” and “other”. The steps are detailed below. This example assumes items from two orders are combined.

1. Add the first order to the shipment. Use carton type “Multi”.
2. Add the next order to the shipment. Use carton type “Other”. Do not enter a carton weight.
3. Add additional orders to the shipment, the same as step 2.
4. Click on the ITEMS tab. Click all + nodes to expand the tree. The shipment below has 4 items – all will be shipped in one carton.



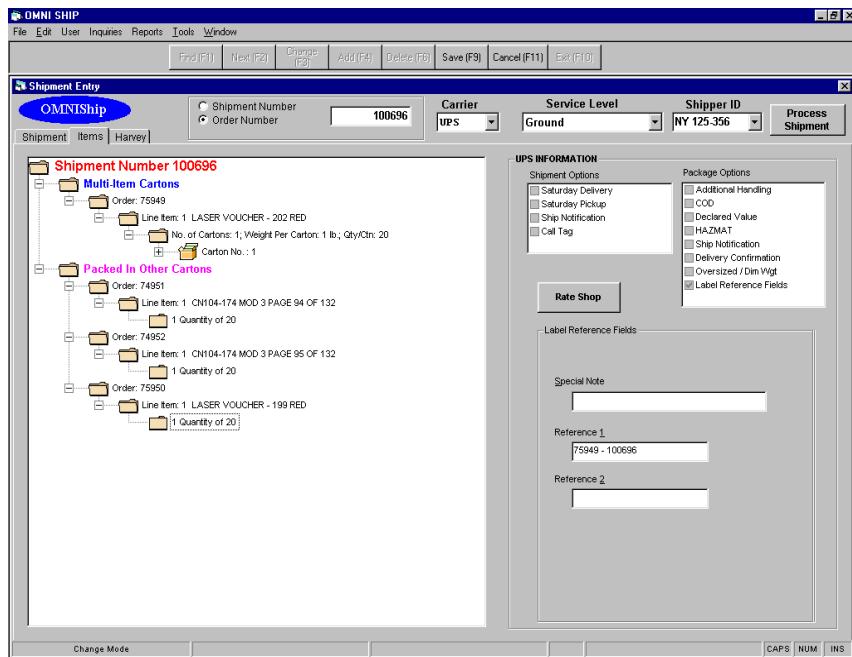
5. The “?” question marks indicate items that have not yet been packed in cartons. Since these are to be packed in carton no. 1 we'll drag them into open “Carton No. 1”. Click to highlight a “?” carton, then click again and hold the left mouse button down as you drag it to the open carton. Release the left mouse button. Repeat the same procedure for each “?” carton.

6. Click Process Shipment



In the example above, the “?” cartons have been dragged into Carton No. 1

In the example below shows how the shipment appears after it has been processed.

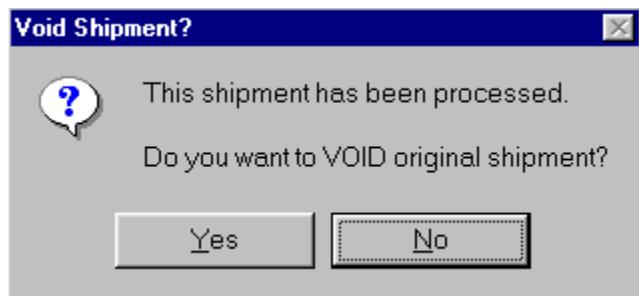


CHANGING OR DELETING SHIPMENTS

To change or delete a saved shipment, you must first FIND it, and then CHANGE or DELETE it. If a shipments for a Harvey supported carrier is to be changed, the original shipment is deleted, and a new shipment number is created.

Type 1 - Shipments that have been processed through Harvey (UPS)

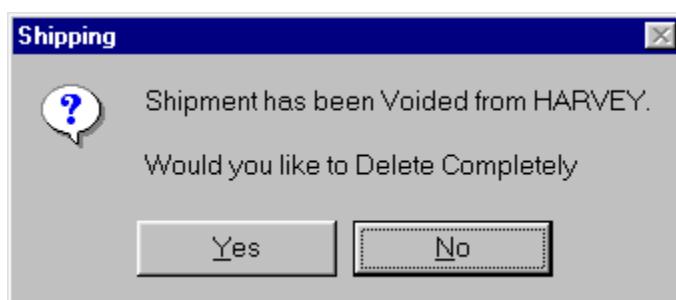
7. CANCEL if necessary to bring the cursor to the Order Number field at the top.
8. Input the job number you wish to recall or click "Shipment Number" and input the shipment number you wish to recall.
9. The following message will appear. Click YES. Clicking NO will allow you to view the shipment only. Clicking YES will void (delete) the shipment from the Harvey files.



4. Next, the following message will appear.

To delete the shipment, answer YES. The shipment will be deleted.

To make a change to the shipment, answer NO. A new shipment number will be assigned, and the old shipment deleted.

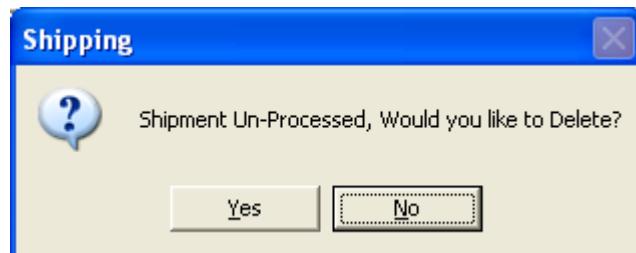


Type 2 - Truck and other processed shipments

1. CANCEL if necessary to bring the cursor to the Order Number field at the top.
2. Input the job number you wish to recall. Or, click “Shipment Number” and input the shipment number you wish to recall. The message below will appear.



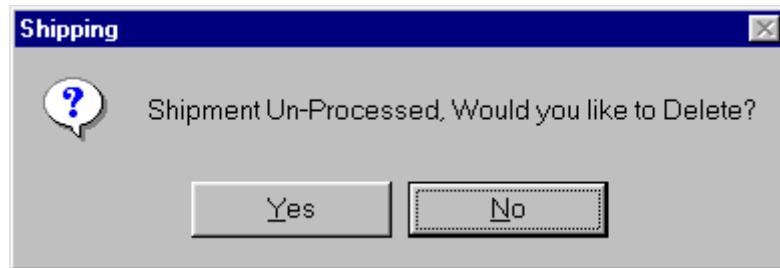
3. Click YES to un-process the shipment. Click NO just view the processed shipment. The message below will appear.



4. To delete the shipment, click YES. To make a change to the shipment, click NO.

Type 3 – Un-processed shipments

1. CANCEL if necessary to bring the cursor to the Order Number field at the top.
2. Input the job number you wish to recall. Or, click “Shipment Number” and input the shipment number you wish to recall. The following message will appear.



3. To delete the shipment, click YES. To make changes to the shipment click NO.

HOW TO END THE SHIPPING DAY

HOW TO END THE UPS SHIPPING DAY AND UPLOAD THE MANIFEST TO UPS.

At the end of the shipping day, the manifest information is transmitted to UPS, and the driver scans a bar coded summary label. Updates are run to verify the UPS charges and update other system files. Daily reports are printed and the day's shipments are moved to the history file. Here is a detailed procedure, followed by an abbreviated checklist. *Your end of day procedure may also include processes to complete the day's shipping for other carriers.*

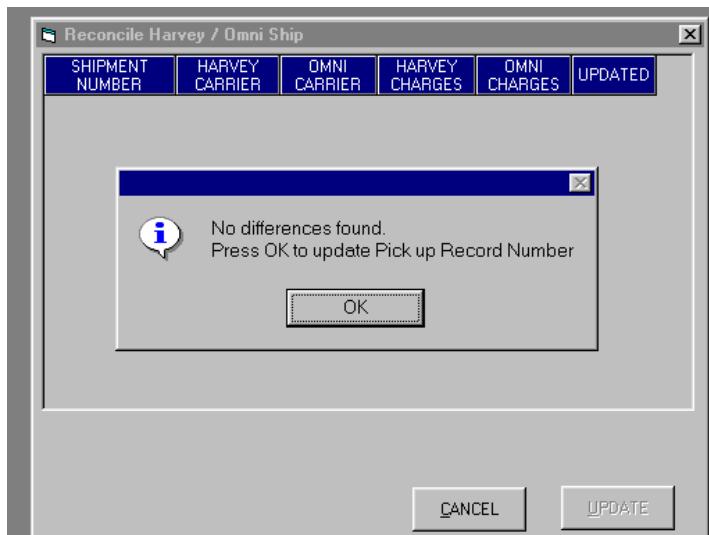
1. Complete all UPS shipments for the day.
2. Close Omni Ship and CPS on any slave PC's.
3. Close the "Process Shipment" window by clicking CANCEL and then clicking on the "x".
4. Click on CPS on the task bar to open the daily entry window. You need to be in "Find" mode. If in "Add" mode, click the cancel button until "Find" is displayed at the top of the screen.
5. Click on the process menu. Select End of Day reports.
6. When prompted, click OK to print the summary label.
7. When prompted, click OK to print the detail report. Verify the number of air packages and other types listed are correct. Any corrections to shipments should be made before proceeding.
8. Click on the process menu. Select Transmit Data. When prompted, click OK to print the summary label. Watch to see that the transmission was successful.
9. Minimize the CPS daily entry window.
10. Click on the User Menu. Select "Reconcile Harvey and Omni Ship" to update any UPS rate adjustments. Click UPDATE, and OK when prompted. You may click PRINT to have a report of changes if you wish. Click QUIT.
11. Click on CPS on the task bar to open the daily entry window.
12. Click on the process menu. Select Move to History. When processing is complete, click OK.
13. Minimize the CPS daily entry window.
14. Click on the Reports Menu, or use the Ctrl P speed key to display the Reports Menu.
15. Select the Omnidship report. Input the beginning ship date and ending ship date as today's date. Click PRINT. (Also select any custom reports you may wish to print daily.) Click CANCEL to close the report window.
16. Click on the User Menu. Select "Set the new Ship Date." Input the new date and click OK.
17. Click on the User menu, update orders - to update the interfaced systems with the shipping information.
18. Close Omnidship and any other open programs, and reboot your PC.
18. Click on the User Menu, Process Shipments to start shipping with the new date.

DAILY CHECKLIST

End of Day Reports - CPS
Transmit Data - CPS
Reconcile Harvey and Omni Ship
Move to History - CPS
Print Omni Daily Shipping Report
Set new ship date
Update orders
Reboot PC's

What the Reconcile program does

The Reconcile program ensures that your packages are rated the least expensive way. As part of the "Transmit Data" step, CPS checks your shipments and ensures that any that qualify for Hundredweight pricing receive it. (Note: UPH and FXG multi weight rates are estimated until this end-of-day step is done.) The Reconcile brings the revised rates back into the Omni files, and changes the method from UPS to UPH. Conversely, if shipments have been entered as UPH that do not qualify, they will be rated as UPS. The pick up record number is also written to the Omni files.

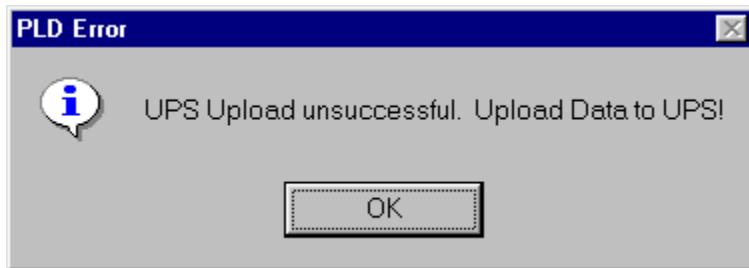


HOW TO DEAL WITH ERRORS UPLOADING TO UPS

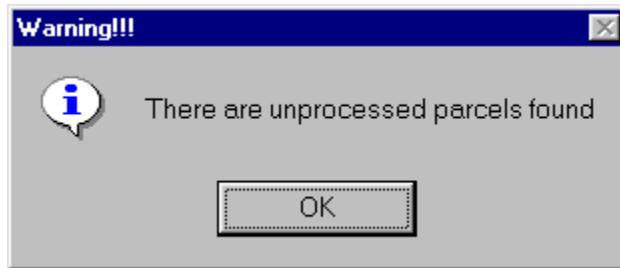
It is not uncommon to encounter difficulties with the UPS transmissions. Many things can be the cause of the problems including UPS network problems, phone line disruptions, or internal modem or data errors. Most can be corrected by re-transmitting until you receive a

“Transmission Successful” message. Listed below are messages you may see, and suggestions for how to proceed if you do.

AN ERROR HAS OCCURRED IN YOUR TRANSMISSION. YOUR FILE MAY NOT HAVE BEEN RECEIVED SUCCESSFULLY BY UPS!



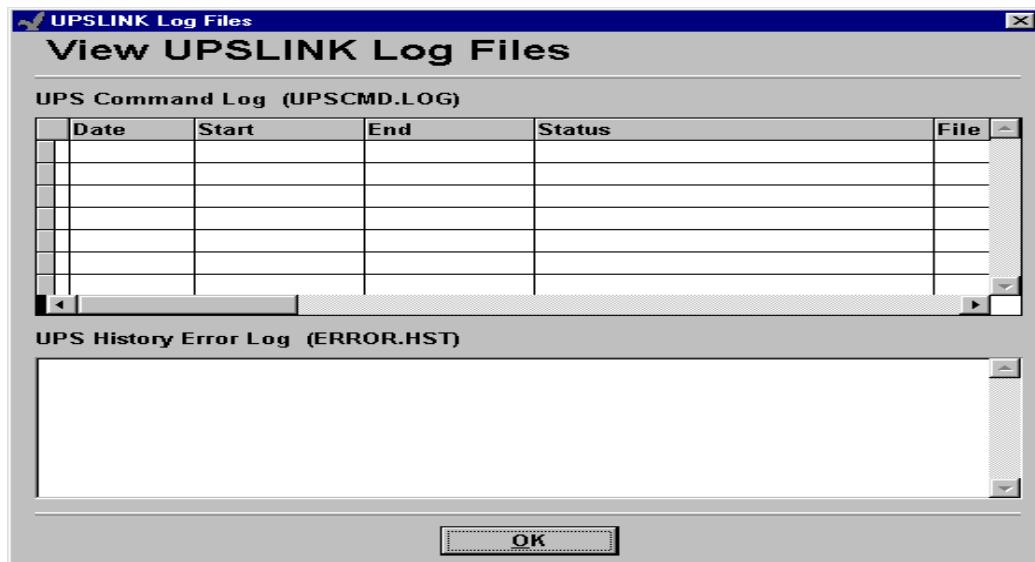
Either of the messages above alert you to a problem with the transmission. Depending on when you encounter this message, the CPS system may immediately try the transmission again, without any further input from you. If not, click OK and then TRANSMIT DATA to try again. Depending on the cause of the problem, you may need to do this more than once to eliminate the error condition.



The message above will be seen when there are packages that have been transmitted to UPS, but have not yet been moved to History. There is another more severe version of this warning, which insists that you immediately move to history before proceeding.

How to tell if your UPS transmission was successful

1. Click START → PROGRAMS → CPS for WINDOWS → VIEW UPSLINK Log Files.
2. This will display the window below. You will see a list of your transmissions to UPS. Look for “SUCCESSFUL” in the Status column to determine if the file was received without error.



How to resend a file requested by UPS

If you are contacted by UPS and asked to resend a previous day's transmission, follow these steps:

- Close Omni-Ship.
- Click START → Programs → CPS for Windows → Upload Previous Day File.
- Select the file you want to transmit from the CPSPLD subdirectory.
- Press OK to confirm the selection or Cancel to exit the program without transmitting.

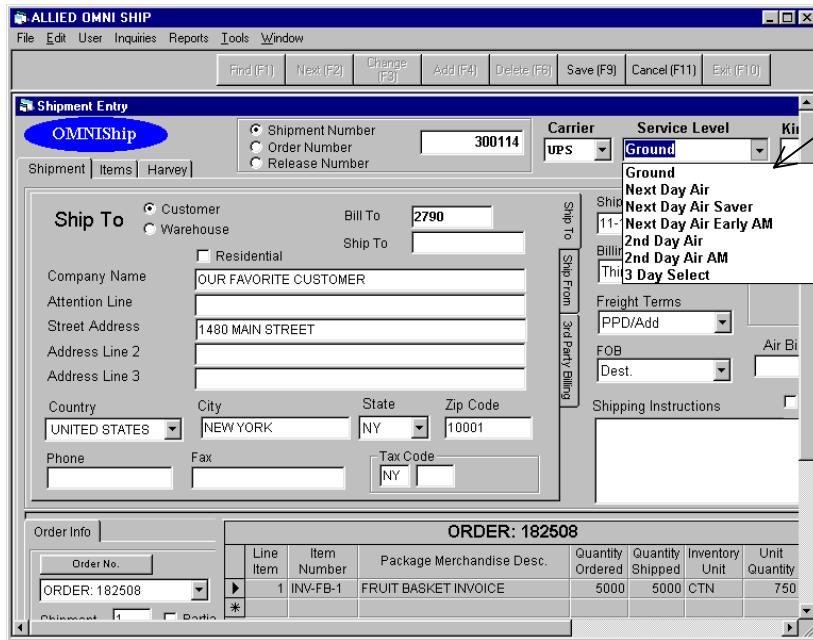
If you don't know what file to transmit, you can double click the icon that says "List Previous Day's Files" in the CPS → Reports → Electronic Data Transmission folder. This will give a listing of the previous files. The file name includes the pickup record number, which is the book and page number.

You can also print out a report for this pickup record number, by going to the Standard Report Folder inside of Reports, and double-clicking "Shipping Detail History Report." Input the 7 digit pickup record number and date of the file you wish to print

UPS SHIPPING

SELECTING UPS SERVICE LEVELS

UPS offers a variety of Service Levels. These can be viewed by clicking on the down arrow next to the Service Level window. You must first select UPS as the carrier. The Service Level window is shown below.



UPS Service Levels

SELECTING THE UPS BILLING OPTION

Several billing options are also available. Select these from the Billing Options window. If you select Third Party Billing, or Bill Receiver, you must input account numbers or other information in the tab that will appear over the ship to area. Bill Shipper and Consignee Billing do not require additional input. The charges will be normally be calculated and displayed, even though the bill may be sent to another party. The UPS shipping detail report will show the billing option chosen.

Third Party Billing

You must input the third party account number, company name, and address as shown.

ALLIED OMNI SHIP

File Edit User Inquiries Reports Tools Window

Shipment Entry

OMNISHIP

Shipment | Items | Harvey

Find (F1) Next (F2) Change (F3) Add (F4) Delete (F6) Save (F9) Cancel (F11) Exit (F10)

Shipment Number Order Number Release Number

Carrier Service Level

3rd Party Billing

Third Party Account

3rd Party Name Third Party Company Name

3rd Party Attn

Street Address

Address Line 2

Address Line 3

Country City State Zip Code

Phone Fax

Ship Date Print C The Rec Dist Pac

Billing Options

Third Party Shipper Receiver Consignee

Dest.

Shipping Instructions

Order Info

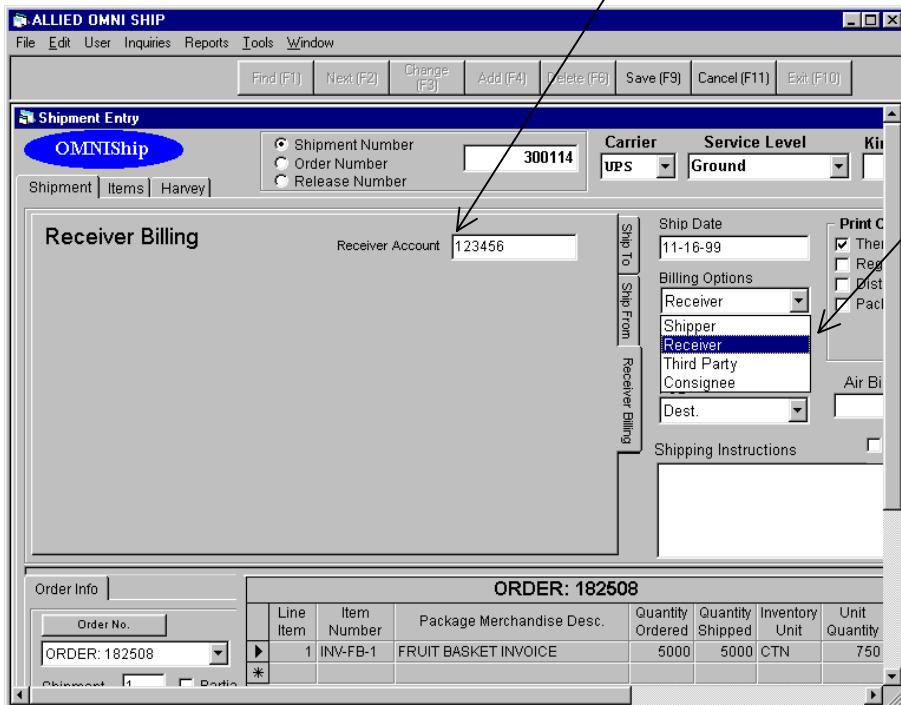
ORDER: 182508

Line Item	Item Number	Package Merchandise Desc.	Quantity Ordered	Quantity Shipped	Inventory Unit	Unit Quantity
1	INV-FB-1	FRUIT BASKET INVOICE	5000	5000	CTN	750

Choose the
billing option
here

Bill Receiver

You must input the receiver account number as shown.



Choose the
billing option
here

USING OPTIONAL UPS SERVICES

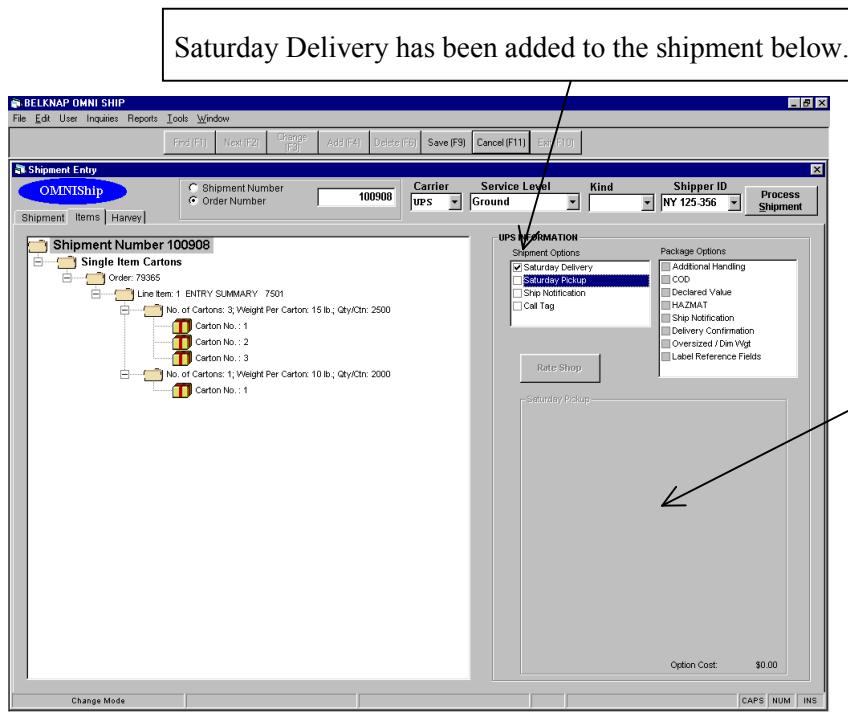
UPS optional services can be accessed from the ITEMS tab, after entering the package information on the SHIPMENT tab. Some services are only offered in combination with certain Service Levels.

There are two types of optional services, those that must be applied to the entire SHIPMENT, and those that must be applied to each PACKAGE individually. The two types are grouped in boxes at the right of the screen. The shipment detail is shown graphically at the left using a tree control. The process to apply each type of service is outlined below.

Shipment Options

These currently include **Saturday Delivery, Saturday Pickup, Ship Notification**. To add one of these options to a shipment:

1. Enter the shipment as normal, but do not click the PROCESS SHIPMENT button.
2. Click the ITEMS tab (shown below).
3. Click the Shipment Number to enable the shipment options.
4. Click to check the box next to the option you want to add.
5. Complete any additional fields that display when you select the option.
6. If more services are to be added, repeat steps 4 and 5 to select them.
7. Click the PROCESS SHIPMENT button.



How to enter a Call Tag

Call Tags are also a shipment option. The Call Tag service allows you to instruct UPS to pick up packages from your customer and return them to you.

The call tag must be entered as a miscellaneous shipment.

The call tag will not be shown on your UPS manifest printout, as you will not be billed until UPS has picked up the carton.

A label can be generated for your records. The label does not need to be given to the driver. All information for UPS will be transmitted electronically.

The call tag can be tracked using the tracking number on the label.

1. Click MISCELLANEOUS on the Orders tab. (A shipment number is assigned.)
2. Input the address where the carton is to be picked up in the ‘to’ address.
3. Click the “From” tab and input the address to which the carton should be returned. (This may be your distributor’s name and your address.)
4. Select Carrier and Service level.
5. Select payment terms.
6. Enter your initials.
7. Enter the Package Merchandise Description. Include the job number or other reference information. This will print on the Omniship report.
8. Enter package information – number of packages, weight and quantity per pkg.
9. Click the ITEMS tab.
10. Click the Shipment Number to enable the shipment options.
11. Click Call Tag under the shipment options to check the box.
12. Complete any additional information you choose in the box below.
13. Click the PROCESS SHIPMENT button.
14. A label may be generated for your records. Mark it “call tag” to identify it.

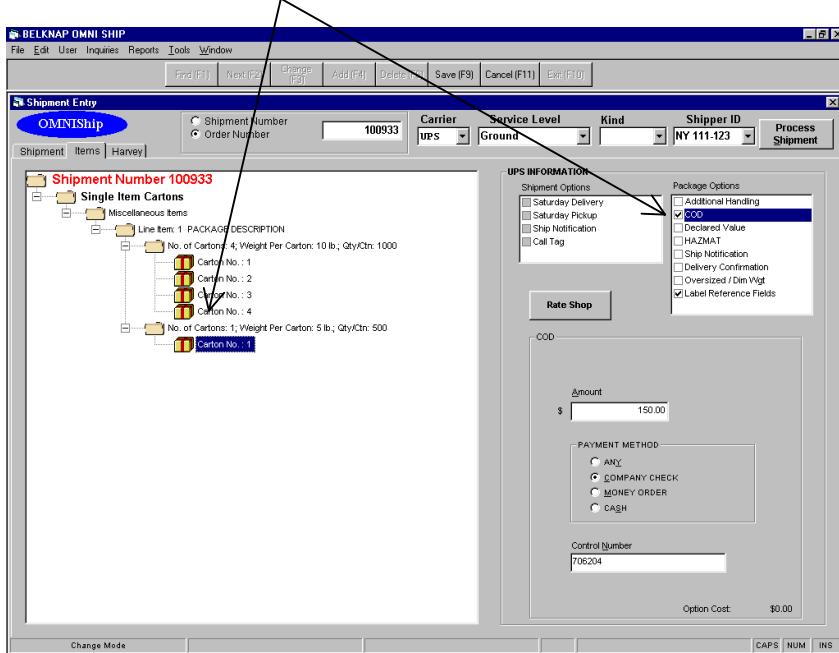
Package Options

These currently include **Additional Handling, COD, Declared Value, HAZMAT, Ship Notification, Delivery Confirmation, Oversized/Dimensional Weight, and Label Reference Fields**. Listed below is the procedure to add package options to your shipment.

How to use Package Options

1. Enter the shipment as normal, but do not click the PROCESS SHIPMENT button.
2. Click the ITEMS tab.
3. Click the + symbols to display all cartons.
4. Click the carton to receive the additional service.
You can select multiple cartons by clicking the first one, then holding the Ctrl key down while you click the others.
You can also select a group of cartons by clicking on the carton summary icon.
5. Click to check the box next to the option you want to add.
6. Complete any additional fields that display when you select the option.
7. Repeat steps 4 to 6 for additional cartons and / or services.
8. Click the PROCESS SHIPMENT button.

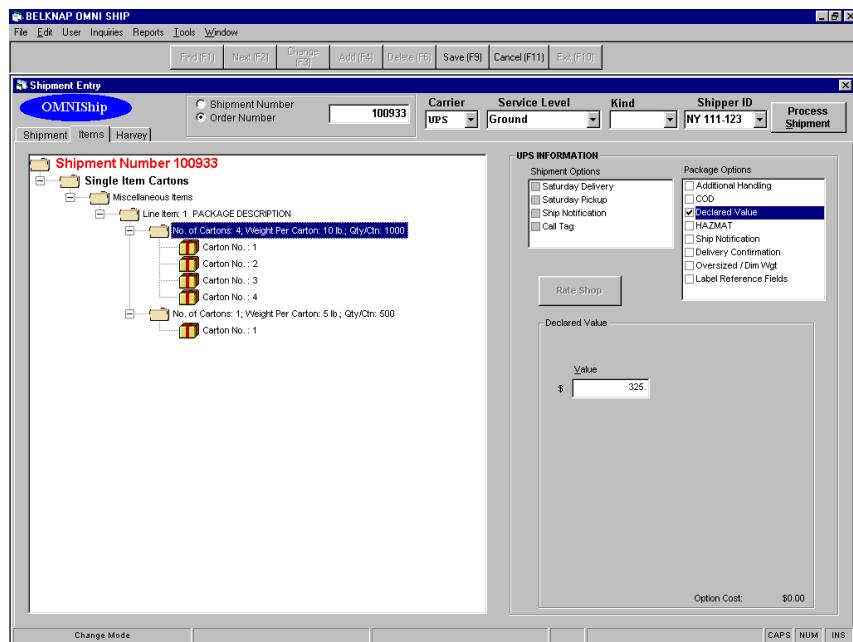
The package that is selected will be sent COD.



Selecting multiple packages

When you apply services to the Summary Level (as shown below), all packages contained in the summary will receive the identical service

In the example below, each of the 4 cartons will receive a Declared Value of \$325



USING MULTIPLE UPS ACCOUNT NUMBERS

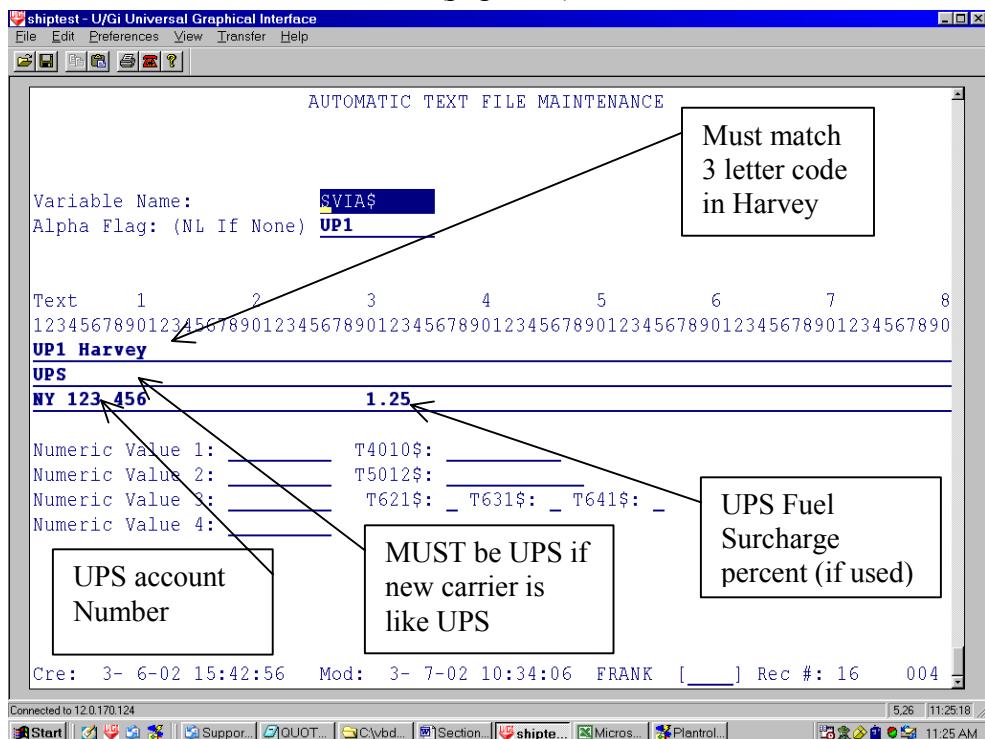
If approved by UPS, you can use additional UPS account numbers. You must assign a unique three-letter designation to the new account number and use this in place of "UPS" as the carrier choice.

Limitations

- The shipments for the new account will not receive Hundredweight rates, until after the end of day upload. At that time, any shipments that qualify for Hundredweight rates will be corrected.
- International shipments cannot be entered using additional account numbers. You can, however, enter these as third party billings.
- When UPS rates are updated, you must separately update any additional account numbers. To do this, select CPS for Windows→Tools. Click the Carrier button to open the "create a carrier dialog." Enter the name of the carrier you wish to update and press OK. The zones and rates will be updated.

Adding a new UPS account number involves the steps listed below.

1. Add the carrier to the auto text file using a unique three-letter designation. (See "How to add or delete a carrier" (page 132).



The following steps are done from within the Harvey CPS system.

2. Set up the account by creating a “custom carrier” with the same three-letter designation on all PC’s. (Step 1)
3. Commission the account by requesting book numbers from UPS electronically.(Step 2)
4. Add the account to the end of day upload by editing the “Transmit Data” report folder and upload list. (Step 3)
5. Enter shipments for the new account by using the three-letter code as the carrier name.
6. Complete the end of day reports and upload to confirm everything works correctly, and correct any problems encountered.

Adding an additional UPS account number

STEP 1 – Setting up the new account

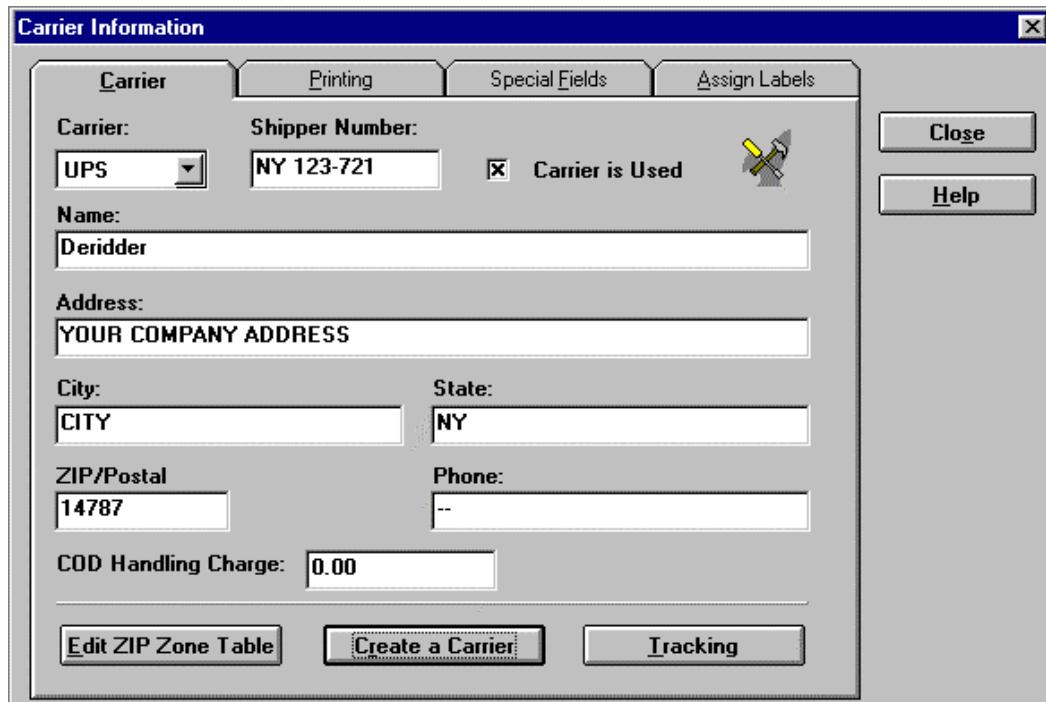
When you select “UPS” as a carrier on a shipment, the account number will be selected that you have set up as your default. To use a different UPS account number, a unique carrier code must be created, for example, UP1 or UP2. CPS calls this new code a “custom carrier”. The new account number must also be “commissioned” by UPS and then added to your end of day processes.

(More information on custom carriers can be found by selecting Start → Programs → CPS for Windows → CPS Online Help → Tools → Configuring CPS → custom carriers.)

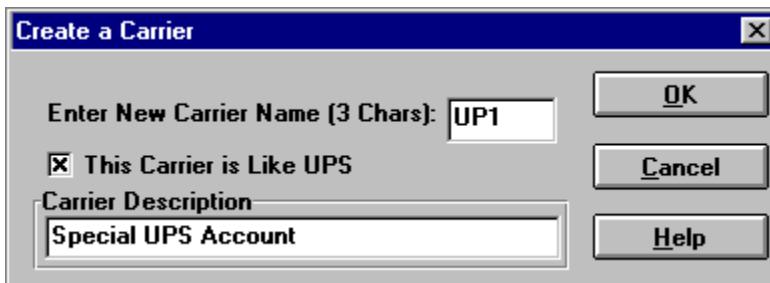
1. First follow the procedure to add a new carrier – page 132. The new carrier must have a three letter “alpha flag”.
2. Close Omni ship on all PC’s. On the master PC, select Start → Programs → CPS for Windows → Tools. The CPS Tool Bar is displayed.



3. Press the Carrier - F3 button. The Carrier Information dialog opens.

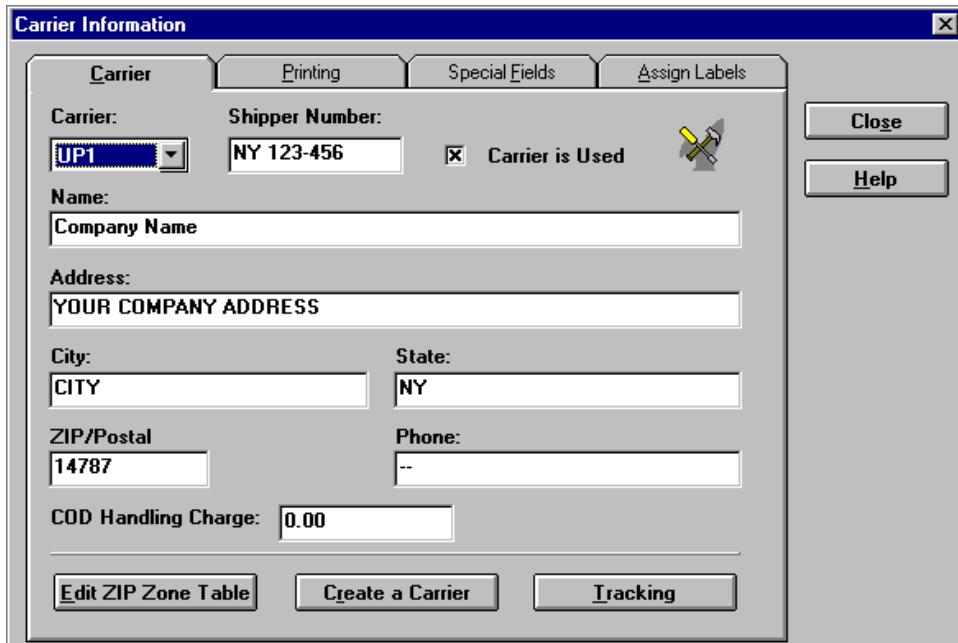


4. Press the Create A Carrier button. The Create A Carrier dialog box is displayed.



5. Enter the three letter "alpha flag" of the new account in the "Enter New Carrier Name" field. It must be three characters in length. Be sure the box next to "Carrier is Like UPS" is checked.

You may also add a description of the carrier in the Carrier Description field. Press OK when you have finished. You will be returned to the Carrier Information dialog, and the new carrier will appear in the Carrier field drop list box.



6. Change the shipper number to the new account number. The format should be a 2 letter state code, three digits, a hyphen, and three more digits. Also edit the company name and address to the correct billing information. Click CLOSE.

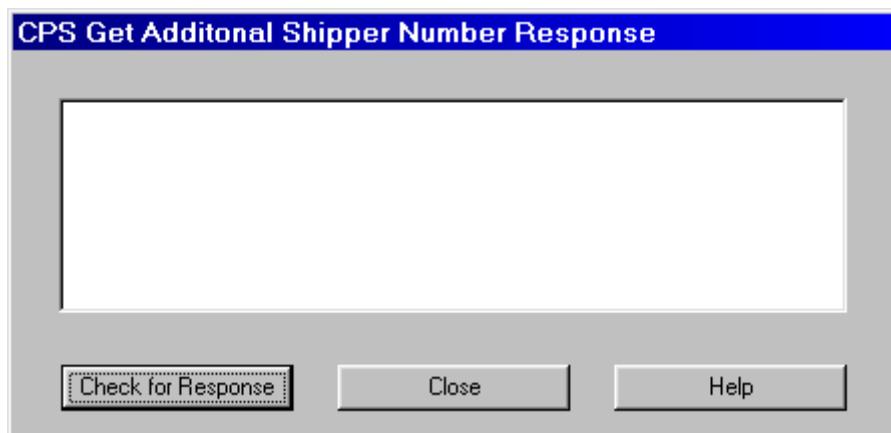
STEP 2 - Commissioning the new account

After setting up the "custom carrier" with a new three-letter code and account information, the new account must be "commissioned" by UPS with a unique book number. If there is more than one shipper ID to commission, do one at a time, going through all 10 parts of step 2 successfully before commissioning the next shipper ID.

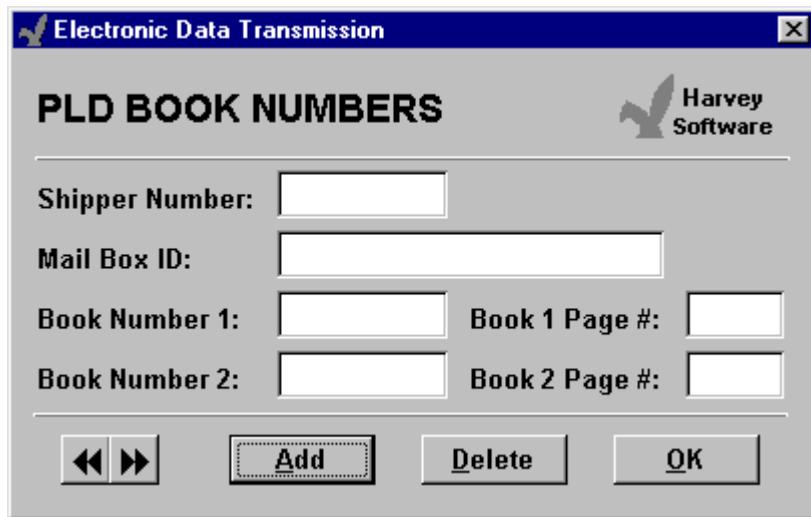
1. Close Omni ship on all PC's. On the master PC, Click on Start → Programs → CPS for Windows → Reports.
2. Maximize the report window titled "Electronic Data Transfer."
3. Double click the icon titled "Send add shipper # request". Choose the 3-letter carrier designation you have added, and click Send Request.



4. An electronic request will be sent to UPS. You can watch the file transfer take place. When it is complete, close the reports program.
5. It will take from 1 to 72 hours to receive the book number back from UPS. To retrieve this information, again close Omni on all PC's. Click Start → Programs → CPS for Windows → Reports.
6. Maximize the report window titled "Electronic Data Transfer."
7. Double click the icon titled "Get Add Shipper # Response". Click Check for Response, the response will be retrieved electronically from UPS.



- When the file transfer is complete, double click the Icon “Edit PLD book information”.

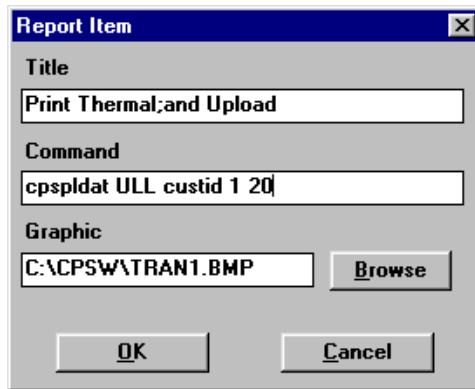


- Use the arrow buttons to scroll through the list of shipper numbers. If the commissioning was successful, the new shipper number will be visible with a mailbox ID, book and page numbers. (The page numbers will be zeros.) Click OK.
- If all fields are not filled in, you should delete this record, verify that you have entered the information correctly in the carrier file, and send the request again. You can double click the “View UPSLINK log files” icon to see any error messages that might have been received.

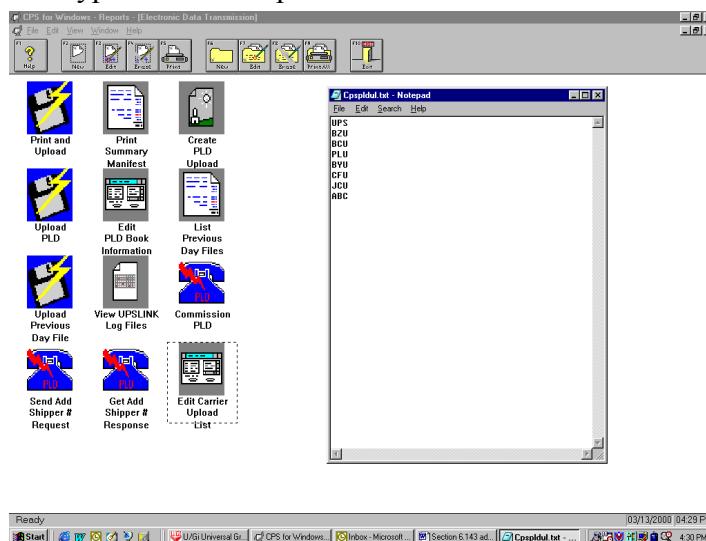
STEP 3 – Adding the account to the upload

Once UPS has commissioned the new account and the book numbers are visible in the PLD book information (step 2), the account must be added to the end of day upload to UPS.

- Close Omni ship on all PC's. On the master PC, Click on Start → Programs → CPS for Windows → Reports.
- Maximize the report window titled “Transmit Data”.
- Click the “Print Thermal and Upload” icon to select it, and then press F3 to EDIT. A report item information box will appear as shown below. In the “Command” box, make changes if necessary to duplicate what is shown below, “cpspldat ULL custid 1 20”. Click OK.



4. Minimize the “Transmit Data” folder.
5. Maximize the Electronic Data Transmission folder.
6. Double click the icon “Edit Carrier Upload List”. This opens the Notepad application allowing you to enter or edit the list of carriers to upload.
7. Type one carrier per line. Be sure to include UPS. See Below.

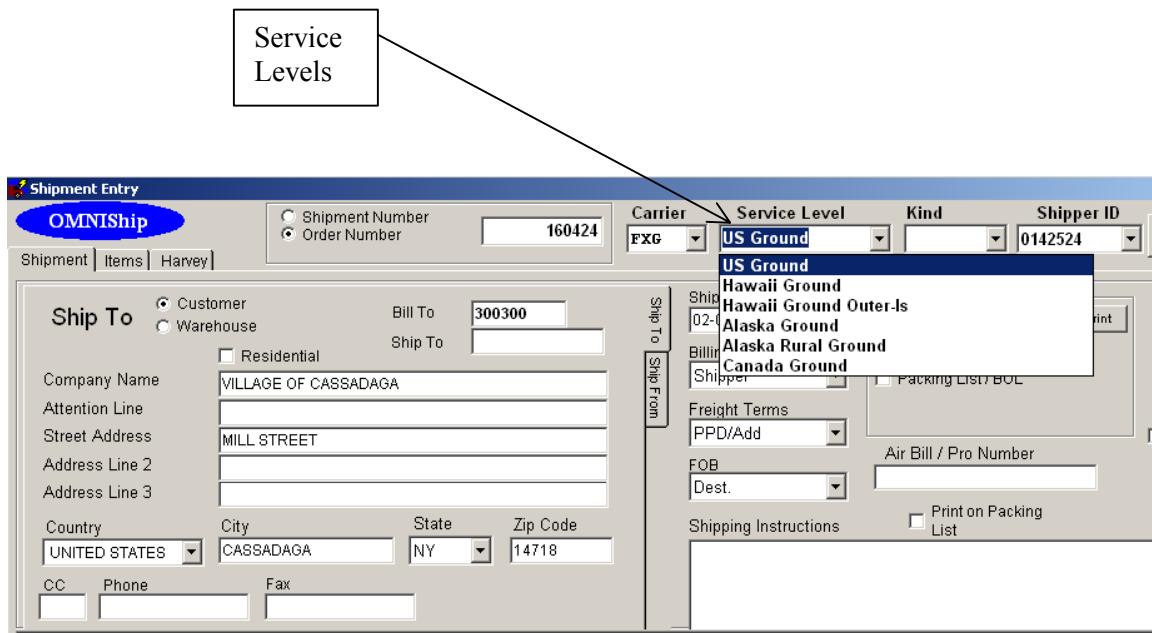


8. Save the upload file by selecting File, Save and then close Notepad.
9. When you select “Transmit Data” from the CPS process menu, a thermal summary label will be generated automatically for each account, and the list of accounts will be uploaded.

FED EX GROUND

SERVICE LEVELS

Fed Ex Ground offers a variety of Service Levels. These can be viewed by clicking on the down arrow next to the Service Level window after selecting FXG as the carrier. The Service Level window is shown below. Service to Hawaii, Alaska, and Canada has specific service levels as shown below.

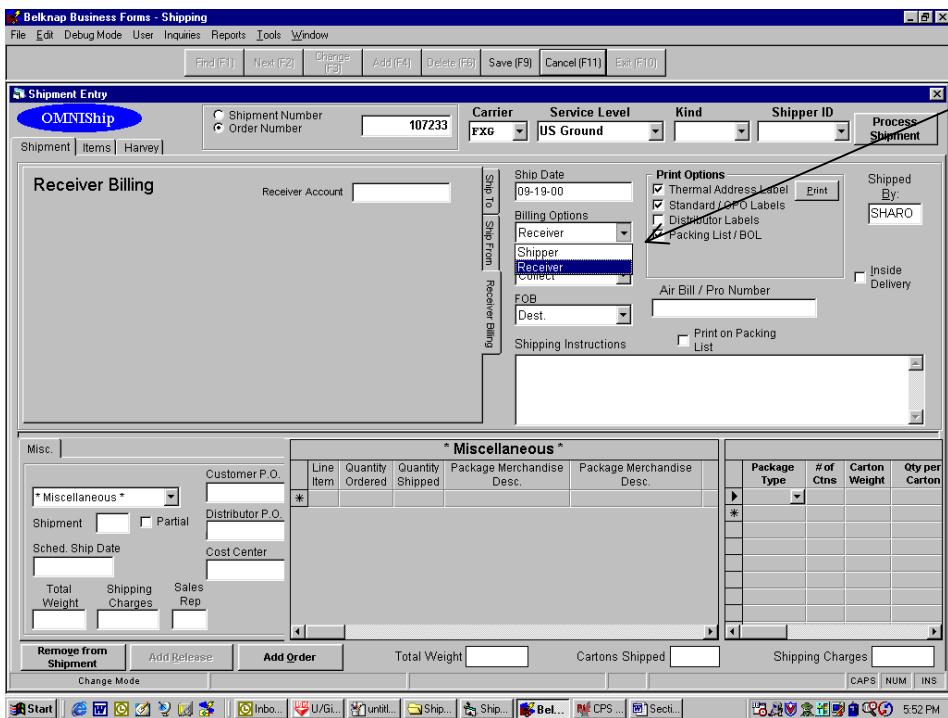


BILLING OPTIONS

Select the billing option from the Billing Options window. If you select "bill receiver", input the receiver's account number in the tab that will appear over the ship to area. The charges will be calculated and displayed, even though the bill may be sent to another party. The billing options window is shown below.

BILL RECEIVER

You must input the receiver account number.



Choose the
billing
option here.

OPTIONAL FedEx GROUND SERVICES

FXG optional services can be accessed from the ITEMS tab, after entering the package information on the SHIPMENT tab. Some services are only offered in combination with certain Service Levels.

There are two types of optional services, those that must be applied to the entire SHIPMENT, and those that must be applied to each PACKAGE individually. The two types are grouped in boxes at the right of the screen. The shipment detail is shown graphically at the left using a tree control. The process to apply each type of service is outlined below.

Shipment Options – Call Tags

Call tags are a Shipment Option. Follow the instructions below. Call tags must be entered as miscellaneous shipments.

1. Click MISCELLANEOUS on the Orders tab. (A shipment number is assigned.)
2. Input the address where the carton is to be picked up in the “Ship To” address.
3. Click the “Ship From” tab and input the address to which the carton should be returned. (This may be your distributor’s name and your address.)
4. Select Carrier and Service level.
5. Select payment terms.

6. Enter your initials.
7. Enter the Package Merchandise Description. Include the job number or other reference information. This will print on the Omniship report.
8. Enter package information – number of packages, weight and quantity per pkg.
9. Click the ITEMS tab.
10. Click off and then back on the Shipment Number to enable the shipment option.
11. Click Call Tag under the shipment options to check the box.
12. Click the PROCESS SHIPMENT button.
13. A label will be generated for your records. Mark it “call tag” to identify it.

Package Options

These currently include **Additional Handling, COD, Declared Value, HAZMAT, Delivery Confirmation, Oversized/Dimensional Weight, and Label Reference Fields**. Listed below is the procedure to add package options to your shipment.

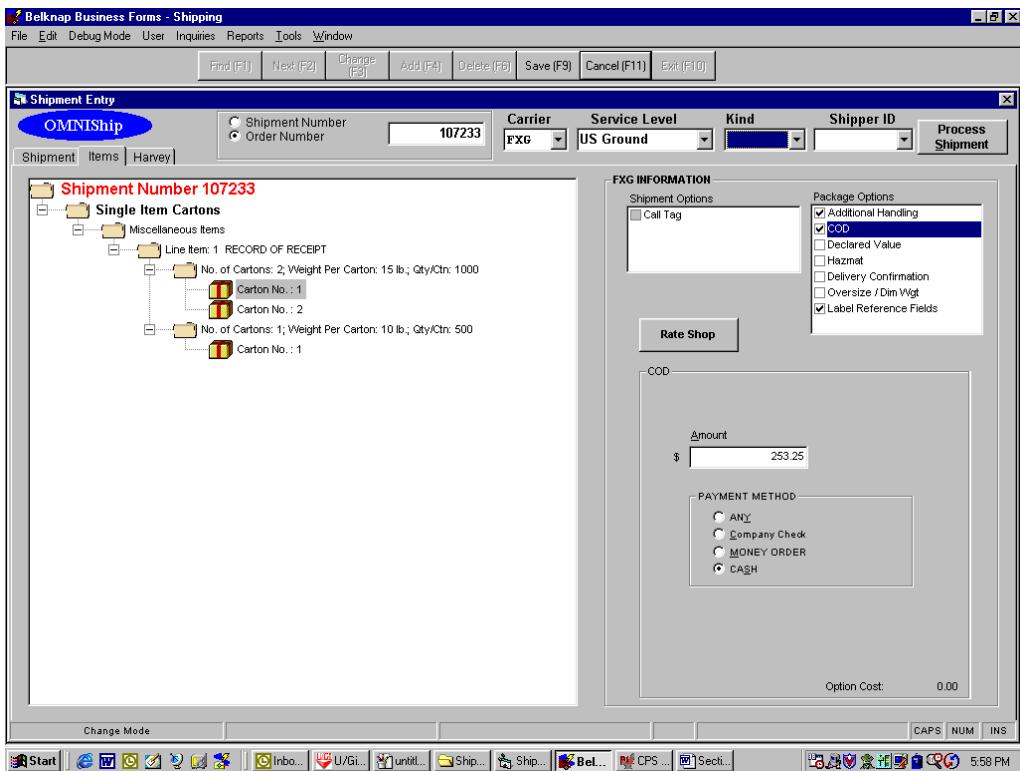
HOW TO USE PACKAGE OPTIONS

1. Enter the shipment as normal, but do not click the PROCESS SHIPMENT button.
2. Click the ITEMS tab.
3. Click the + symbols to display all cartons.
4. Click the carton to receive the additional service.

You can select multiple cartons by clicking the first one, then holding the Ctrl key down while you click the others.

5. Use the mouse to check the box next to the option you want to add.
6. Complete any additional fields that display when you select the option.
7. Repeat steps 4 to 6 for additional cartons and / or services.
8. Click the PROCESS SHIPMENT button.

Ex: The selected carton will be sent COD with Additional Handling. THE COD amount is \$253.25, to be received in cash.



FEDEx GROUND END OF DAY

FXG shipment records will not move from the CPS daily file to the CPS history file until they have been printed on a FXG Daily Manifest report. This step will also calculate Multi-weight rates. See below for instructions to set up this report in the “Custom Report Group 1” and when and how to print this report.

If you wish to make FXG shipments, but do not need to print the manifest report, contact Plantrol support for assistance in changing the set up.

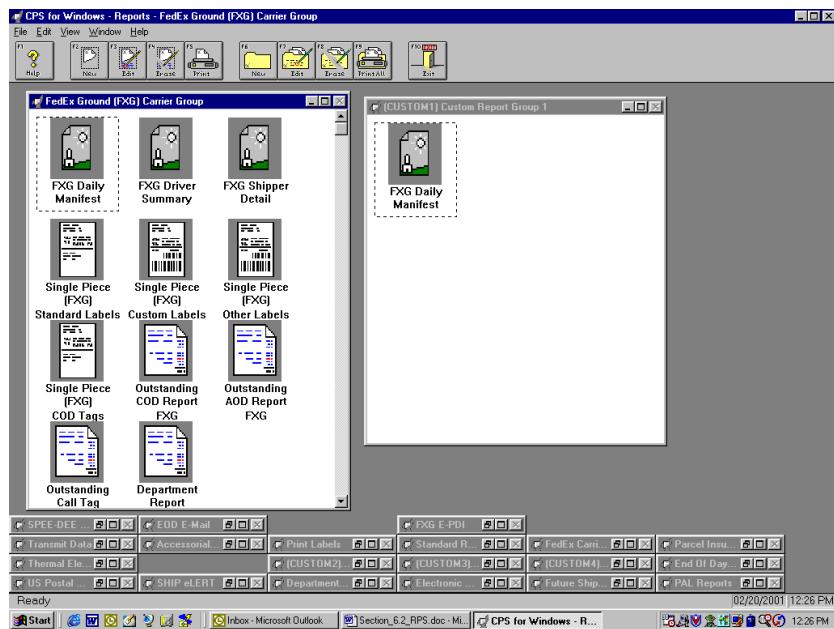
Another option is an electronic upload of the packages using EPDI; after setting up the reports, see “Using EPDI” below.

Initial Set up of Reports

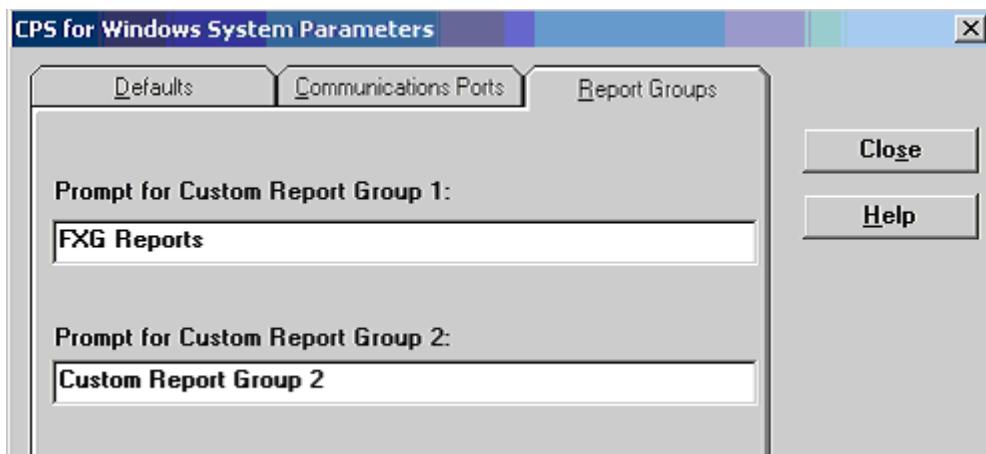
To set up the FXG Daily Manifest in the Custom Report Group 1 folder, click on Start → Programs → CPS for Windows → Reports.

1. Open the “Fed Ex Ground Carrier Group” folder by restoring it from its minimized state.
2. Also open the “Custom Report Group 1” folder and resize it so you can see both windows.

3. Click on the “FXG Daily Manifest” icon to select it. Click again and hold the left mouse button down as you drag it to the “Custom Report Group 1” window. When you release the mouse button, you will have a copy of the report in the Custom Report Group folder.
4. If you wish, you can drag other reports into this folder. When done, close all windows.

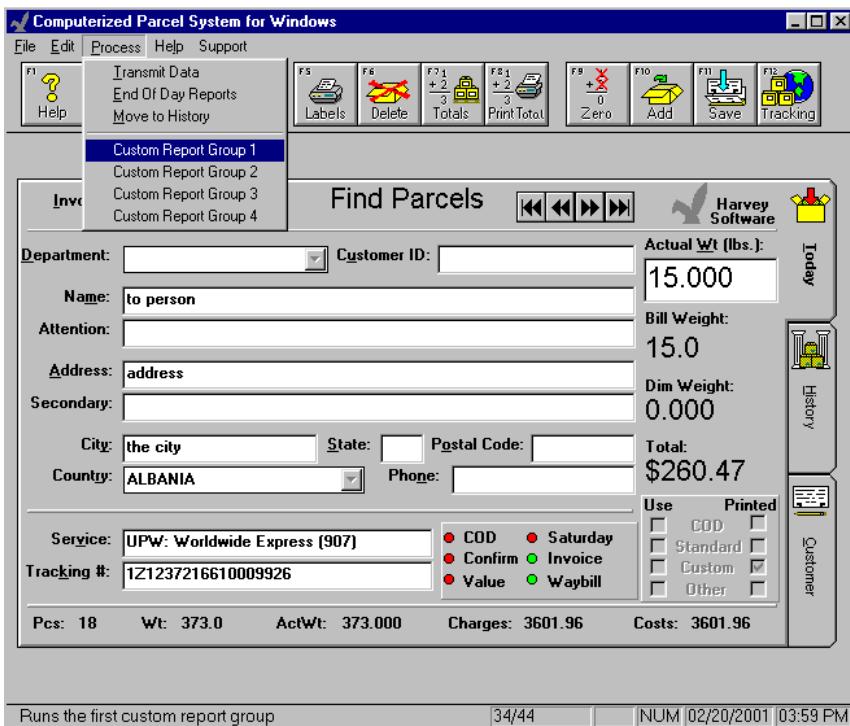


5. To rename this option on the process menu, select Start → Programs → CPS for Windows → Tools. Click the “system” button, and then click the “report groups” tab. Change the prompt for custom report group 1 to “FXG reports” or whatever you choose. Click Close, and then click Exit.



Printing the FedEx Ground Manifest

If you have Fed Ex Ground shipments in your shipping day, click “Custom Report Group 1” or your renamed option “FXG reports” to print this report. Answer any prompts that are presented. You must do this step BEFORE you do the Reconcile and Move to History steps in your end of day process.

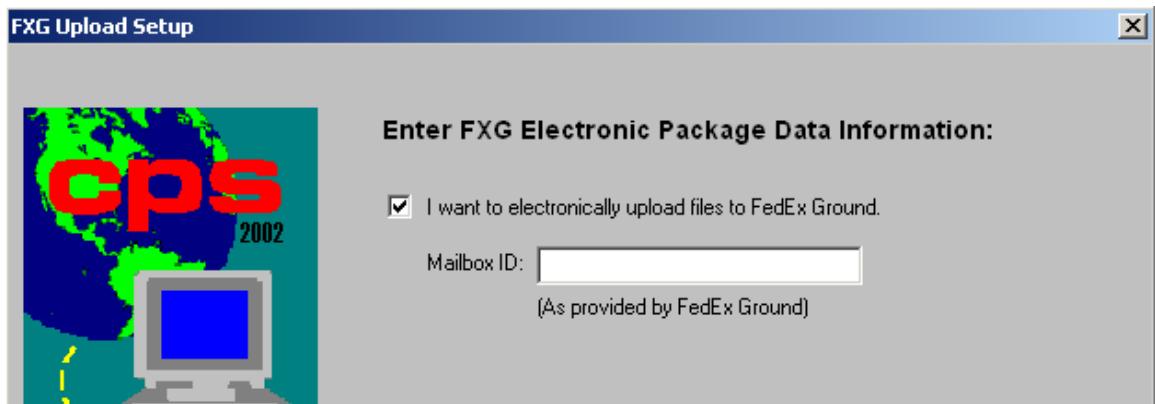


Using EPDI to Upload Electronically

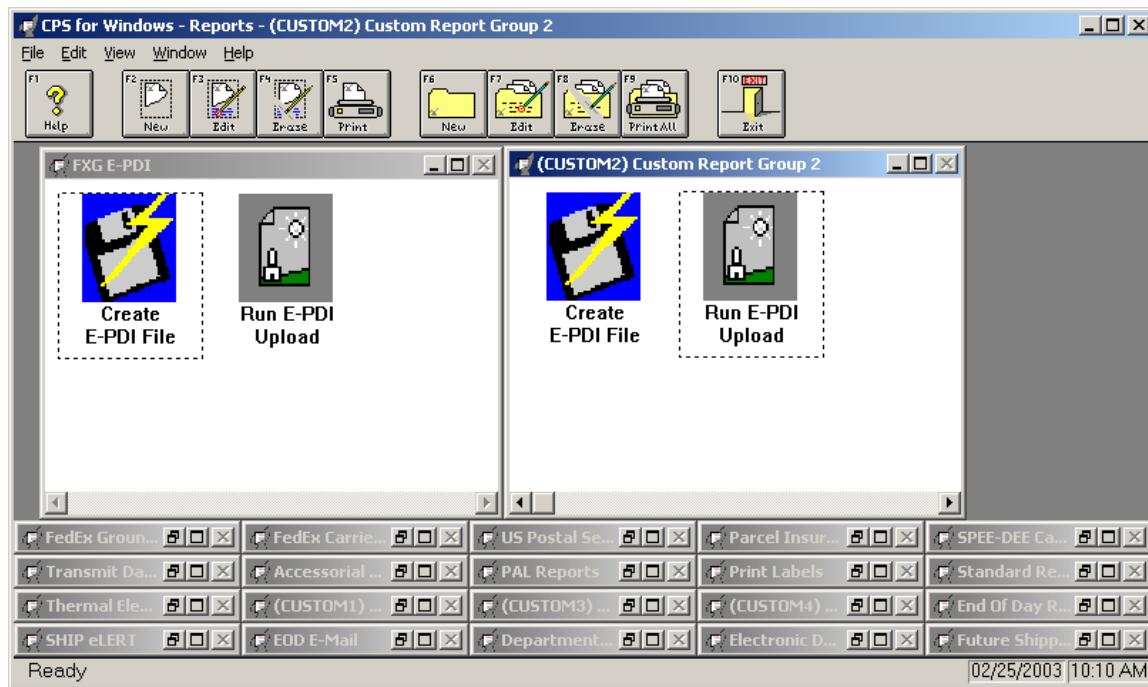
FedEx Grounds’ Electronic Package Data Information (E-PDI) allows you to upload directly to the Fed Ex server. *To use this option, you must first obtain a 9-digit FXG mailbox id from your FedEx Ground account representative.*

EPDI Set up

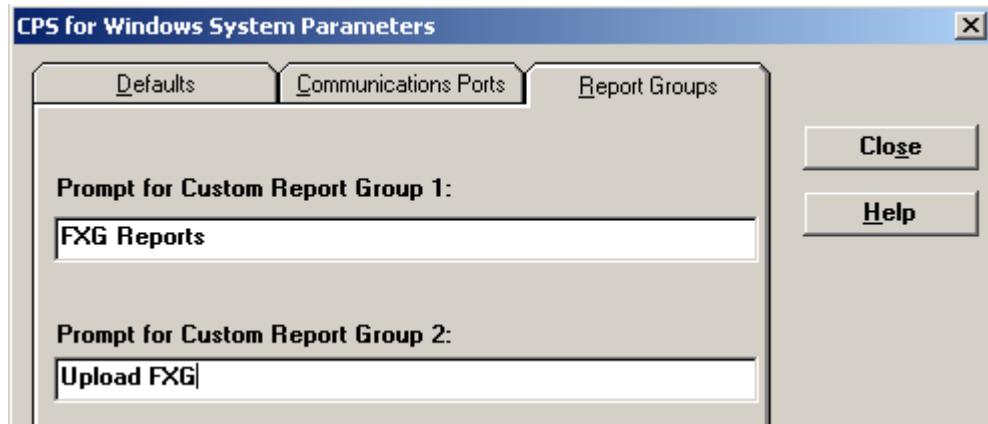
1. Click Start → Programs → CPS for Windows → Setup CPS. Click “next” until you see the carrier list. FXG must be selected as one of your carriers. Click “next” until you reach the FXG Electronic Package Data Information window below. Check the box next to “I want to electronically upload files to FedEx Ground” and input your mailbox ID. Click “next” until you reach the final setup window. Click “Finish”, and then click “OK” to the recommission message.



2. To set up the FXG upload in the Custom Report Group 2 folder, click on Start → Programs → CPS for Windows → Reports.
3. Open the “FXG E-PDI” folder by restoring it from its minimized state.
4. Also open the “Custom Report Group 2” folder and resize it so you can see both windows.
5. Click on the “Create E-PDI File” icon to select it. Click again and hold the left mouse button down as you drag it to the “Custom Report Group 2” window. When you release the mouse button, you will have a copy of the report in the Custom Report Group folder.
6. Use the same method to move a copy of the “Run E-PDI Upload” icon to the “Custom Report Group 2” window. Be sure you place this icon to the right of the “Create E-PDI File” icon.



To rename this option on the process menu, select Start → Programs → CPS for Windows → Tools. Click the “system” button, and then click the “report groups” tab. Change the prompt for custom report group 2 to “FXG upload” or whatever you choose. Click Close, and then click Exit.



How to Upload the FXG file

When there are FXG shipments to upload, select the option from the Process menu. Be sure you have first printed your FXG report(s). You must select these options BEFORE you do the Reconcile and Move to History steps.

Note: As of 2-24-03, call tag information is not uploaded electronically.

Additional E-PDI options

Additional options for setup and resending files can be found by choosing Start → Programs → CPS for Windows → FXG E-PDI.

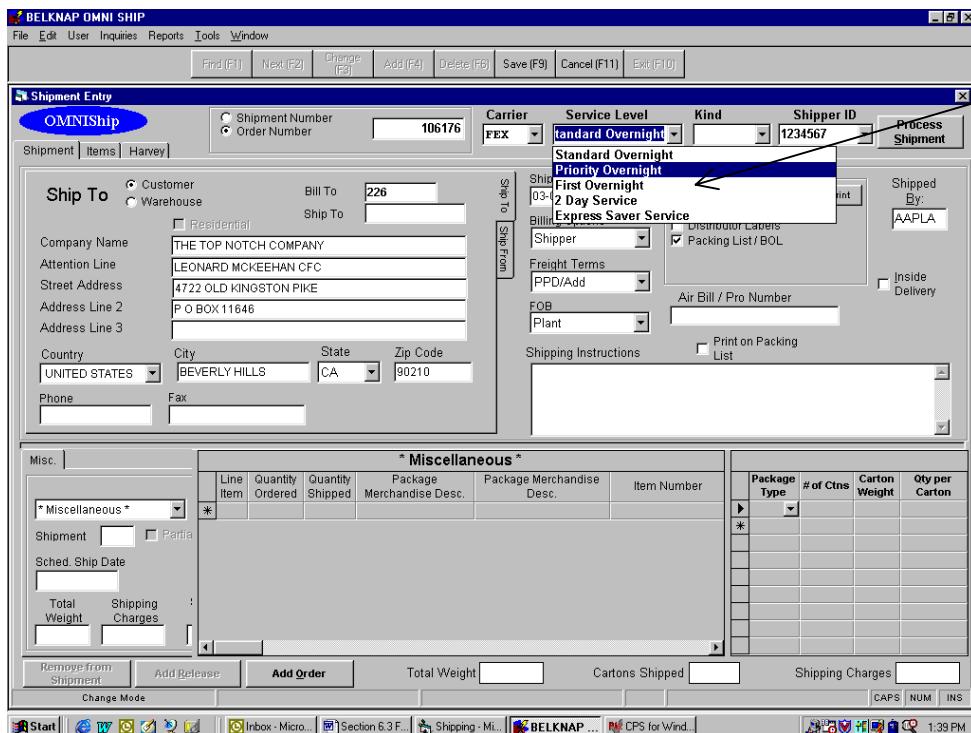


FEDEx AIR

The information below pertains to normal FEX setup, without the optional FedEx Server. If your system is equipped with the optional FedEx Server, which requires an Internet connection, the airbill number will be automatically assigned and bar-coded labels will print. FedEx Server setup is done by Plantrol and Harvey technical support.

SELECTING FEDEx SERVICE LEVELS

FedEx offers a variety of Service Levels. These can be viewed by selecting FEX as the carrier, and then clicking on the down arrow next to the Service Level window. The Service Level window is shown below.



Service
Levels
available

SELECTING FEDEx BILLING OPTIONS

Select the billing option from the Billing Options window. If you select to bill receiver, third party, or credit card, additional input is necessary as shown. The charges will be calculated and displayed, even though the bill may be sent to another party. The billing options window is shown below.

For credit card billing, the card number and expiration date are required.

Choose the billing option here.

The screenshot shows the BELKNAP OMNI SHIP software interface. The main window is titled 'Shipment Entry' and shows a 'Credit Card' section with fields for 'Card #' (425113259999) and 'Expiration Date (YYMM)' (0312). To the right, a 'Print Options' section includes checkboxes for 'Thermal Address Label', 'Std/GPO Labels', 'Distributor Labels', and 'Packing List/BOL'. A dropdown menu for 'Billing Options' is open, showing 'Credit Card' as the selected option. Other tabs in the interface include 'Misc.', 'Miscellaneous' (with a table for shipping items), and 'Cartons for: MERCHANDISE' (with a table for carton details). The bottom of the screen shows the Windows taskbar with various icons and the time 1:44 PM.

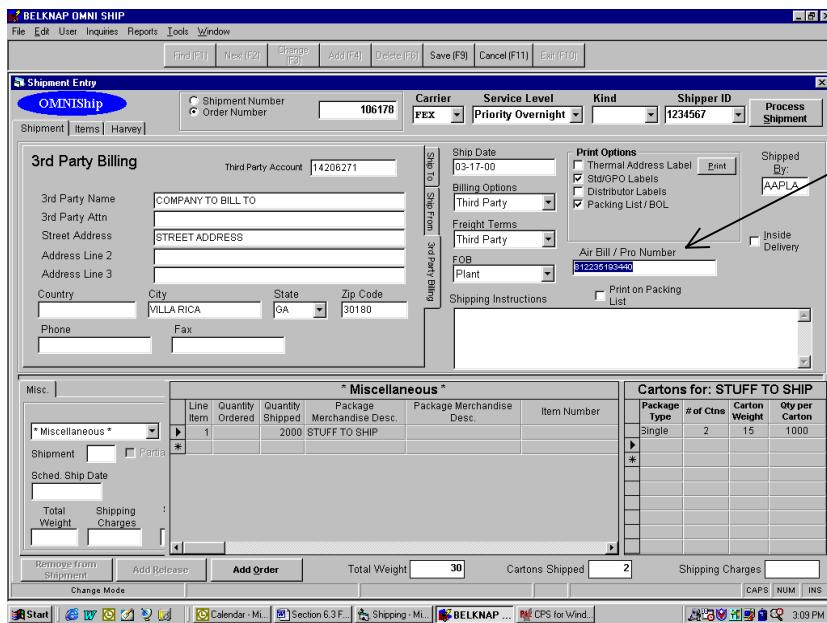
FEDEX AIR BILLS, LABELS, AND REPORTS

Fill out the FedEx Air Bills manually. (If you wish to have a devoted impact printer set up to print the air bills automatically, contact Plantrol.) **The Air Bill number is a required field when entering a FedEx shipment.** If you forget to input it, you will get a reminder before the shipment is processed. You can track FedEx shipments (or any Harvey carrier) using OmniShip and an Internet connection – see section 12 “Tracking”.

Printing FedEx bar-coded labels requires the optional FedEx server configuration. Without the FedEx server, if you would still like a thermal address label to print, check “thermal labels” under the print options.

Reports of FedEx information are available in the Harvey CPS system. For information, click Start → Programs → CPS for Windows → CPS Online Help. In the contents, select CPS Reports → Reports Group Descriptions → Carrier Groups → FedEx Carrier Group. More information on CPS reports can be found in Section 9.13 “Harvey Reports”.

Be sure to input the Air Bill tracking number.



Air Bill
tracking
Number

USING OPTIONAL FEDEx SERVICES

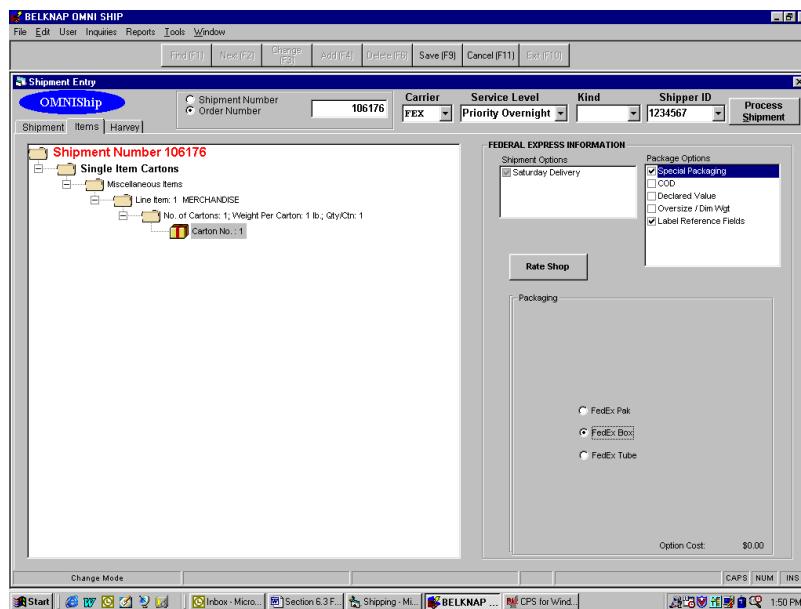
FedEx optional services can be accessed from the ITEMS tab, after entering the package information on the SHIPMENT tab. Some services are only offered in combination with certain Service Levels.

Saturday Delivery

1. Enter the shipment as normal, but do not click the PROCESS SHIPMENT button.
2. Click the ITEMS tab (shown below).
3. Click off and then back on the Shipment Number to enable the shipment options.
4. Use the mouse to check the box next Saturday delivery.

Special packaging (FedEx Pak, Box, or Tube), COD, Declared Value, or Oversize

1. Enter the shipment as normal, but do not click the PROCESS SHIPMENT button.
2. Click the ITEMS tab (shown below).
3. Click to select the first carton. (The option will be added to all cartons in the shipment.)
4. Use the mouse to check the box next to the option you wish to add.
5. Complete any additional fields that display when you select the option.
6. If more services are to be added, repeat steps 5 and 6 to select them.
7. Click the PROCESS SHIPMENT button.



FEDEx SHIP MANAGER OPTION

The FedEx Ship Manager is an optional feature of Plantrol's OmniShip shipping system. The Ship Manager enhances the capabilities for FedEx Air shipments.

Benefits

Without the FedEx Ship Manager installed, users must prepare an air bill document, and then input the air bill number. The benefits of the Ship Manager software over the standard functionality in CPS include automatic assigning of air bill numbers, printing barcode address labels, and electronic uploading of the shipment information.

How it works

The FedEx Ship Manager software is server software used specifically for FedEx Air shipments. Additional workstations can be networked to the server, but each shipment interacts with the server to get rating and other information. This is different from the Harvey software where rates are resident in each PC. The FedEx Ship Manager was created by FedEx and works together with CPS. It can be installed on any CPS workstation, and does not necessarily have to be installed on the master PC in a multi-PC setup.

The software interacts with FedEx over the Internet on each shipment, and routinely polls the PC to retrieve current shipment information. An additional end of day step transfers the day's shipments to FedEx.

System Requirements

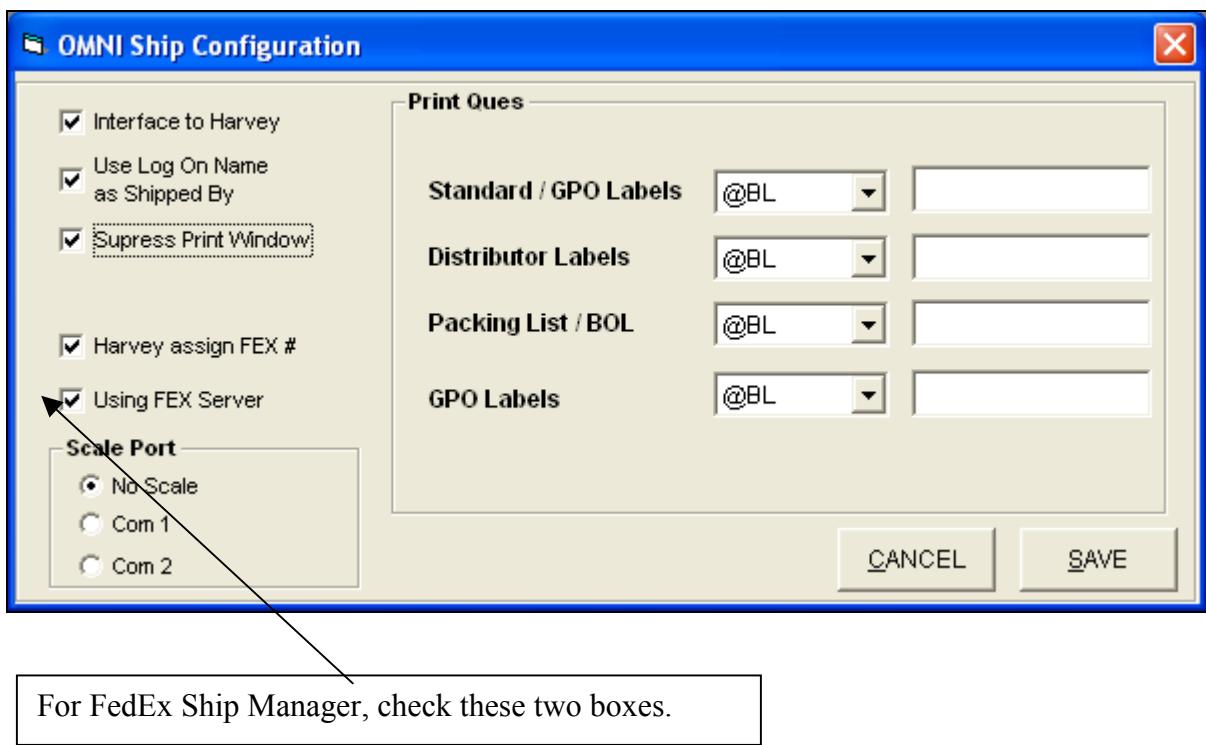
A Windows 2000 or NT operating system is required. Harvey technicians do the setup at their site. There is a charge for setup and also an increased support cost. After the initial setup for a site, additional PC's may be setup from an installation CD. Specific PC requirements follow. USQL license and other requirements for any Plantrol visual system also apply.

- Must have a Fresh installation of Windows 2000, either from original PC purchase or re-installation
- Processor - Pentium with minimum 350 MHz
- Memory – 128 MB or higher
- Hard Drive – Minimum of 4.2 GB of free space.
- Monitor – SVGA Video, 1024x768 with high color
- Modem – 56K v.90 minimum
- Dial-Up Networking and TCP/IP installed
- Dial-Up Adapter installed

- CD-ROM Drive
- 3.5-inch floppy drive
- Mouse
- Microsoft Internet Explorer v6.0 or greater
- ODBC users must have MDAC v2.5 or higher
- PC Anywhere v10.0 or higher
- Appropriate scales and printers for reports and labels

Using the FedEx Ship Manager

Under File→Set up Options →Omniship options and settings, two check boxes must be marked as shown below.



All shipments made with the FedEx Ship Manager require a recipient phone number. At end of day, choose the Fed Ex step from the Process Menu.

US POSTAL SERVICE

SETTING UP USP AS A CARRIER

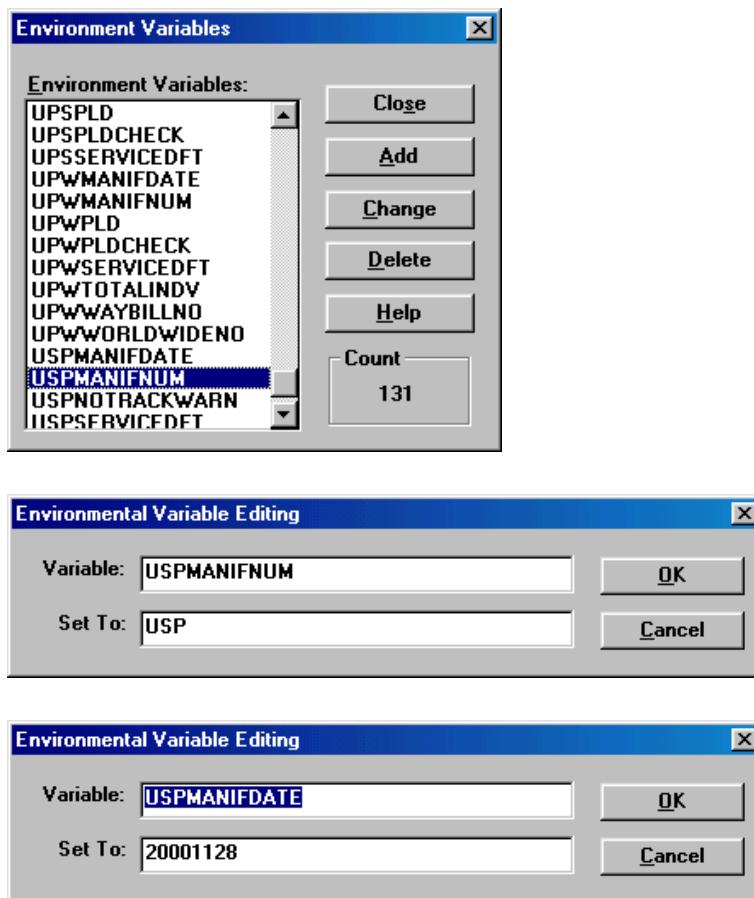
There are three set-up tasks that need to be completed prior to using USP.

1. Add the USP carrier to Autotext.

To add USP as a carrier, refer to section 13.1 (How to Add or Delete a Carrier) in your OmniShip manual. If you are currently using USP as one of your carrier codes, you will need to change this prior to using USP as the US Postal Service carrier.

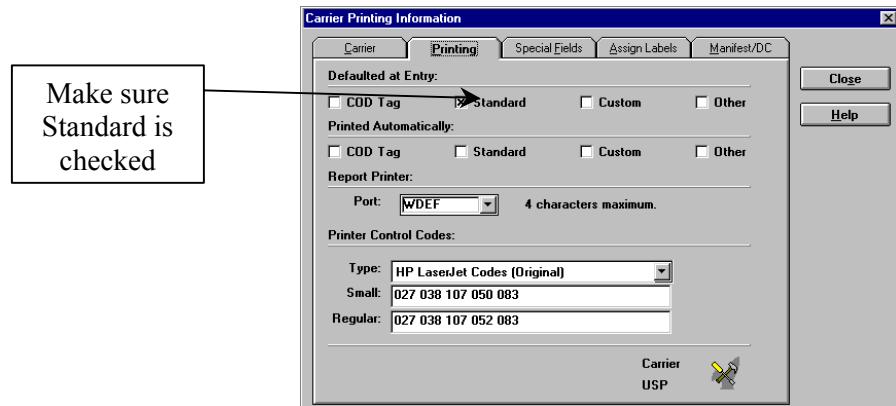
2. Set Environmental Variables:

Go to Start → Programs → CPS for Windows → Tools → Setup → Environmental Variables. Check to see if USPMANIFNUM and USPMANIFDATE are listed. If these variables do not already exist (not visible in the list) press ADD to add USPMANIFNUM, and set the value to USP. Also add USPMANIFDATE and set the value to the current date, in the format shown on the screens pictured below:

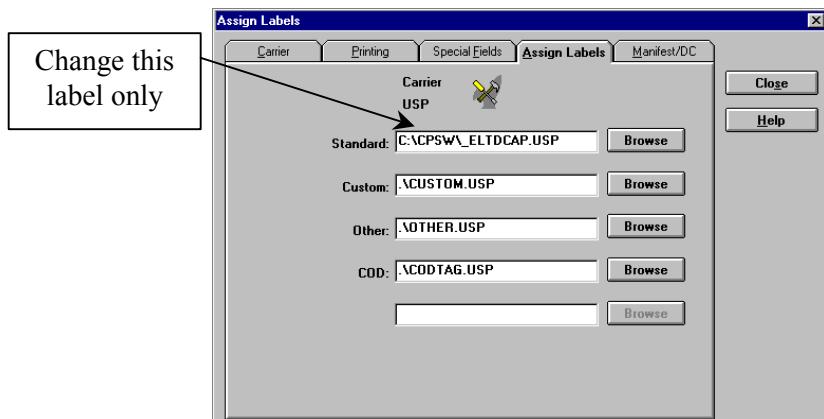


3. Assign Standard USP Label:

Go to Start → Programs → CPS for Windows → Tools → Setup → Carrier Parameters. Choose USP as the carrier and click the Printing tab:

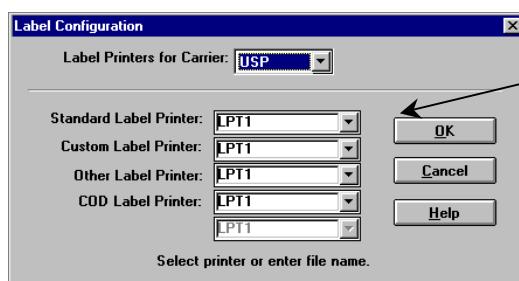


Next, click the Assign Labels tab:



Change the Standard label to _ELTDCAP.USP. This label file can be found in the: C:\CPSW directory. Click the Close button. The others are standard and do not need to be changed.

Next, go to Setup -- Change Label Printers (in CPS Tools):



Make sure the Standard Label Printer is set to LPT1 and click OK. Close the CPS Tools program.

SELECTING USP SERVICE LEVELS

The US Postal Service offers a variety of Service Levels:

These can be viewed by selecting USP as the carrier, and then clicking on the down arrow next to the Service Level window. The Service Level window is shown below.

Service levels available for USP

“Bill Shipper” is assumed as the billing option for the USP carrier.

USING OPTIONAL USP SERVICES

USP optional services can be accessed from the ITEMS tab, after entering the package information on the SHIPMENT tab. Some services are only offered in combination with certain Service Levels. Make sure you choose USP for Carrier and the appropriate Service Level BEFORE attempting to add optional services.

Shipment Options are applied to the entire shipment, while Package Options are applied to the individual packages. The following options are available for shipments and packages:

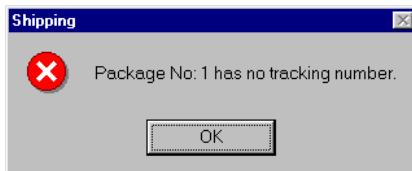
Option	Shipment or Package?	Service Level
Restricted Delivery	Shipment	Priority & Parcel Post
Certified Mail	Shipment	Priority
Special Handling	Shipment	Parcel Post
COD	Package	All
Insured Value	Package	All
Return Receipt	Package	All

Some options require additional fields to be completed. Some combinations of options are not allowed. For more information on Service Levels and Options, visit: <http://www.usps.com>

Warning: If you get any of the messages shown below (or similar messages), you've selected an option or combination of options that are not allowed by the carrier. The message will indicate which option is not allowed. The option is dropped in Harvey. The shipment should be voided and re-entered.

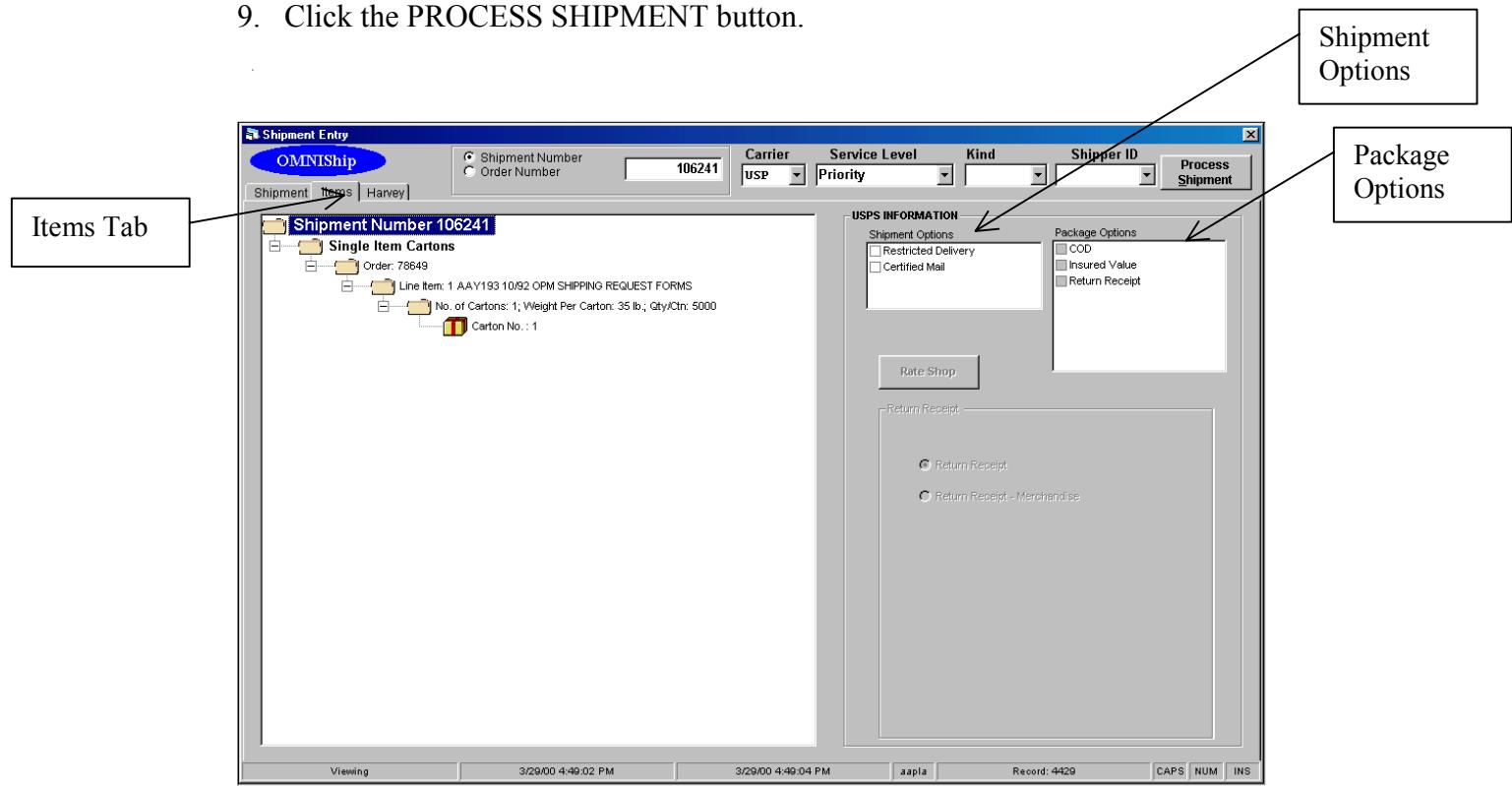


Disregard the following error message if you receive it. Tracking numbers are not required for USP shipments:



To apply options to your shipment or package:

1. Enter the shipment as normal and select USP for Carrier and desired Service Level, but DO NOT click the Process Shipment button.
2. Click the ITEMS tab (shown above).
3. By default, the Shipment is selected. Use the mouse to check the box next to the Shipping Option(s) you wish to add.
4. Complete any additional fields that display when you select the Shipping Option.
5. Click to select the first carton. (The option will be added to all cartons in the shipment.)
6. Use the mouse to check the box next to the Package Option you wish to add.
7. Complete any additional fields that display when you select the Package Option.
8. If more services are to be added, repeat steps 5 and 6 to select them.
9. Click the PROCESS SHIPMENT button.



SPEE DEE DELIVERY

SETTING UP SPEEDEE AS A CARRIER

There are two set-up tasks that need to be completed prior to using SPEE DEE.

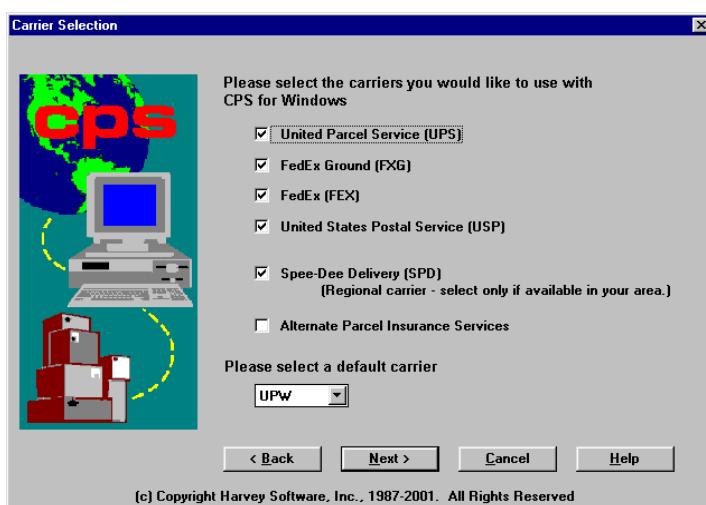
1. Add the SPEE DEE carrier to Auto text.

To add SPEE DEE as a carrier, refer to section 13.1 (How to Add or Delete a Carrier) in your OmniShip manual. You must use SPD as the Carrier Code

2. Setup CPS

Start → Programs → CPS for Window → Setup CPS

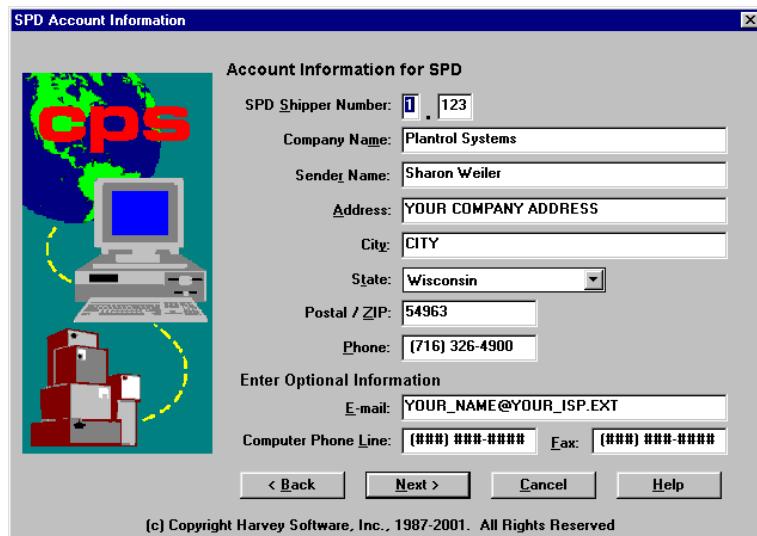
1. Next through the Setup until you get to the following screen
2. Check the Spee Dee Delivery box. Make No other changes.



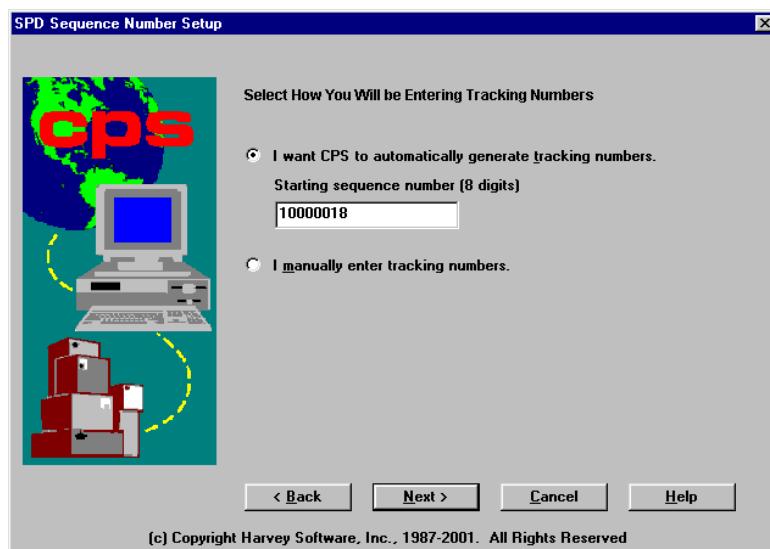
3. Next Through the Setup again until you reach Set up for Spee Dee.



4. Enter Your Company Information, and Click Next



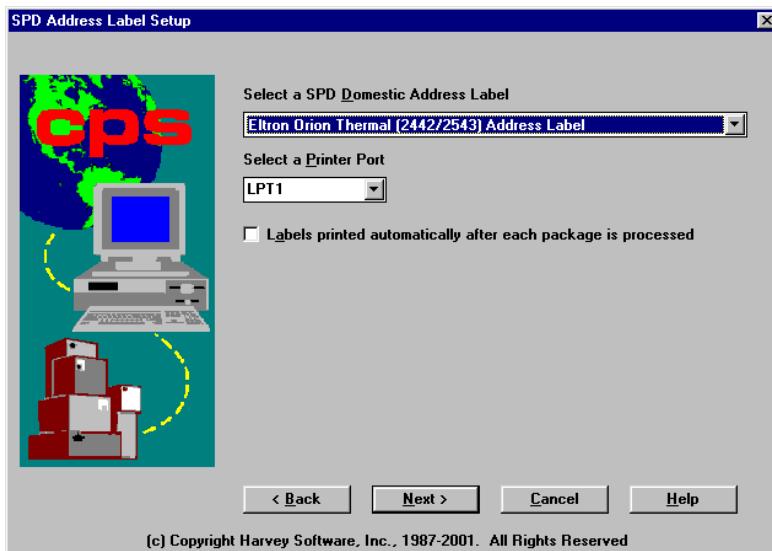
5. Choose I want CPS to automatically generate tracking Numbers, and Click Next



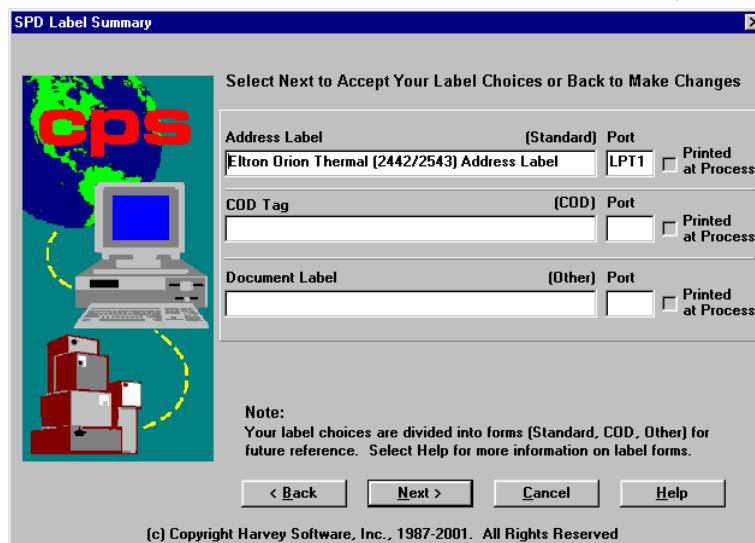
6. Choose I want to print Address Label, and Click Next.



7. Select the label description shown and Choose LPT1 for the printer port to print address labels, and click next.



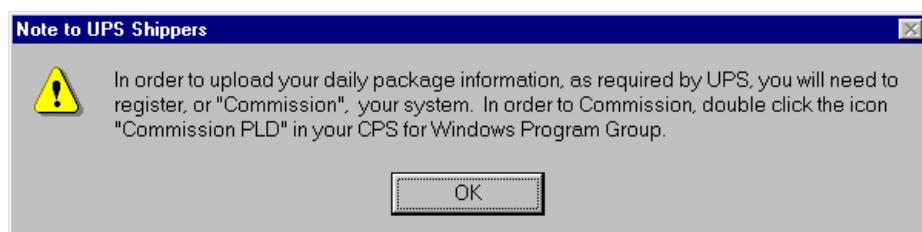
8. Double Check to make sure the selections are correct, and click next.



9. Click Finish to finish the setup



10. This message will appear if everything was successful. Click OK.



OPTIONAL SPEEDEE SERVICES

Spee Dee optional services can be accessed from the ITEMS tab, after entering the package information on the SHIPMENT tab.

There are two types of optional services, those that must be applied to the entire SHIPMENT, and those that must be applied to each PACKAGE individually. The two types are grouped in boxes at the right of the screen. The shipment detail is shown graphically at the left using a tree control. The process to apply each type of service is outlined below.

Shipment Options – Call Tags

Call tags are a Shipment Option. Follow the instructions below. Call tags must be entered as miscellaneous shipments.

1. Click MISCELLANEOUS on the orders tab. (A shipment number is assigned.)
2. Input the address where the carton is to be picked up in the “Ship To” address.
3. Click the “Ship From” tab and input the address to where the carton should be returned. (This may be your distributor’s name and your address.)
4. Select Carrier and Service level.
5. Select payment terms.
6. Enter your initials.
7. Enter the package Merchandise Description. Include the job number or other reference information. This will print on the Omniship report.
8. Enter package information – number of packages, weight, and quantity per package.
9. Click the ITEMS tab.
10. Click on the Shipment Number to enable the shipment option.
11. Click Call Tag under the shipment options to check the box
12. Click the PROCESS SHIPMENT button.
13. A label will be generated for your records. Mark it “Call Tag” to identify it.

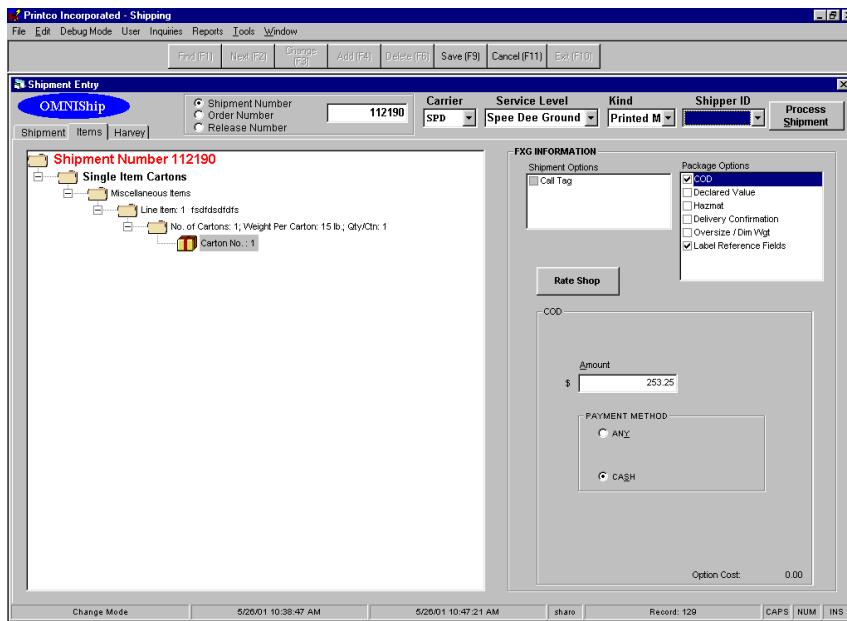
PACKAGE OPTIONS

These currently include **COD, Declared Value, HAZMAT, Delivery Confirmation, Oversized/Dimensional Weight, and Label Reference Fields**. Listed below is the procedure to add package options to your shipment.

HOW TO USE PACKAGE OPTIONS

1. Enter the shipment as normal, but do not click the PROCESS SHIPMENT button.
2. Click the ITEMS tab.
3. Click the + symbols to display all cartons.
4. Click the carton to receive the additional service.
You can select multiple cartons by clicking the first one, then holding the Ctrl key down while you click the others.
5. Use the mouse to check the box next to the option you want to add.
6. Complete any additional fields that display when you select the option.
7. Repeat steps 4 to 6 for additional cartons and / or services.
8. Click the PROCESS SHIPMENT button.

The selected (highlighted) carton will be sent COD with Additional Handling. The COD amount is \$253.25, to be received in cash.



SPEE DEE END OF DAY REPORTS

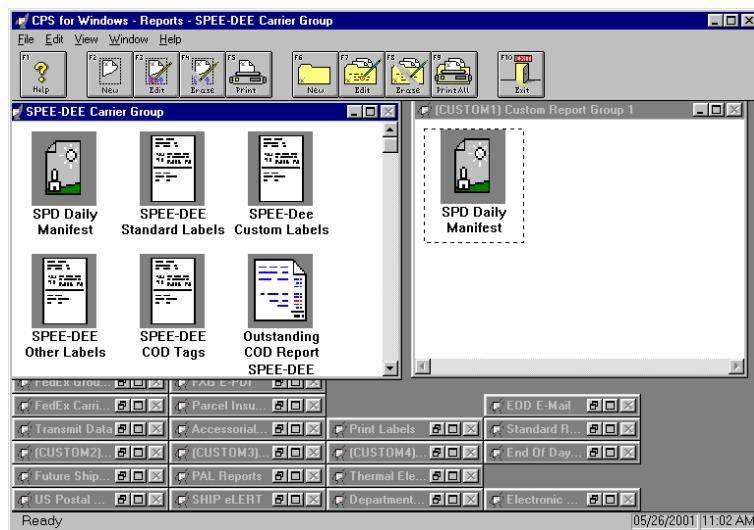
Spee Dee shipment records will not move from the CPS daily file to the CPS history file until after they have been printed on a Spee Dee Daily Manifest report. Section 6.531 provides instructions to set up this report in the “Custom Report Group 1”. Section 6.532 indicates when and how to print this report.

Initial Setup of Spee Dee Reports

To set up the Spee Dee Daily Manifest in the Custom Report Group 1 folder, click on Start → Programs → CPS for Windows → Reports.

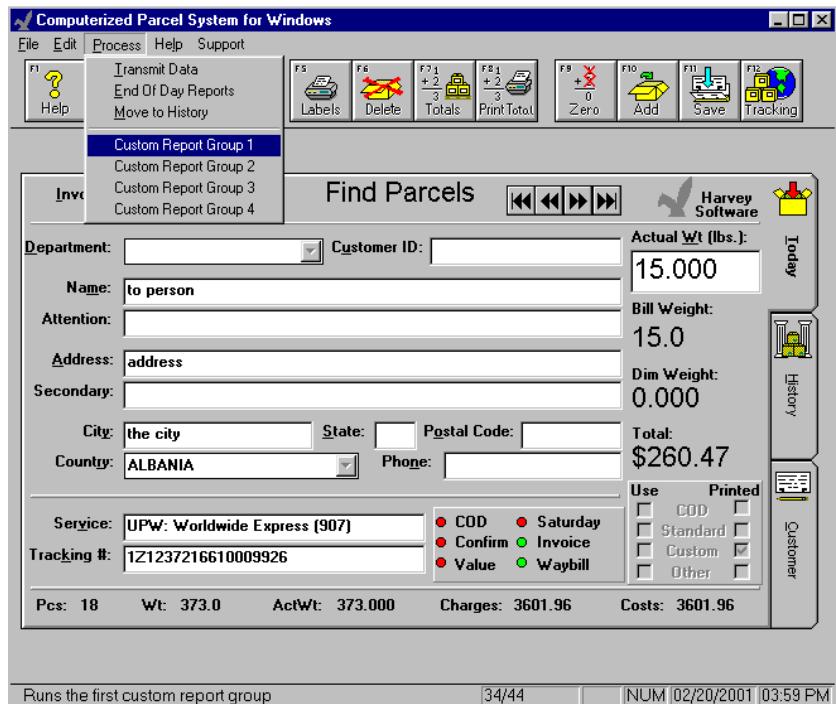
1. Open the “Spee Dee Carrier Group” folder by restoring it from its minimized state.
2. Also open the “Custom Report Group 1” folder and resize it so you can see both windows.
3. Click on the “SPEE DEE Daily Manifest” icon to select it. Click again and hold the left mouse button down as you drag it to the “Custom Report Group 1” window. When you release the mouse button, you will have a copy of the report in the Custom Report Group folder.
4. If you wish, you can drag other reports into this folder. Close the reports window.
5. When you select “Custom Report Group 1” from the CPS process menu, the SPEE DEE Daily Manifest will be printed.

Note: You may wish to rename “Custom Report Group 1” to “Spee Dee Manifest”. You can do this by selecting Start → Programs → CPS for Windows → Tools. Click the System button, and then select Report Groups.



Printing the Spee Dee Manifest

If you have Spee Dee shipments in your shipping day, click “Custom Report Group 1” to print this report BEFORE you do the “Move to History” step.



INTERNATIONAL SHIPMENTS

Government regulations require export documentation for most international shipments. OmniShip works with Harvey to process international shipments for UPS, including the creation of the required documentation. Export documents, called *Commercial Invoices*, are required for all international shipments, excluding the shipment of documents. International shipments require three hard copies of the commercial invoice for each shipment. OmniShip facilitates the preparation of these documents to properly declare your shipment in both the country of export and the country of import.

The purpose of the commercial invoice is to provide additional information pertaining to the value of shipped items for customs. Items required on the commercial invoice include:

Name, address, contact person and phone number of shipper.

Recipient's name, address (including destination country and postal code, if required), contact person, and telephone number.

Name and address of purchaser, if different from recipient.

Country of origin (where it is manufactured).

Invoice date

Purchase Order number or invoice number, if applicable.

Complete description of each item shipped, including composition and use.

Number of units, unit value, total value of each item. For samples of articles or articles of no commercial value, a value must be estimated and disclosed.

Transportation charges and insurance.

Number of packages and total weight.

Total value of the shipment.

Reason for export (sale, repair, etc.).

Shipper's signature and date.

Here are the main steps required to process an international order:

1. Set up international shipping defaults.
2. Create and process the shipment using UPW as the carrier.
3. Enter the worldwide information.
4. Enter the commercial invoice information.
5. Add information about package weights.
6. Process the UPW shipment. Labels and the commercial invoices will print.

SET UP THE DEFAULTS

When processing an international shipment using OmniShip, the UPW (United Parcel Service Worldwide) carrier is used. Before you process an international shipment, you first need to set up some defaults for this carrier using Harvey's Computerized Parcel System (CPS) program on each PC that will process international shipments. Defaults that need to be set up include Product Information, Shipping Labels and Commercial Invoice Copies. OmniShip must be closed prior to changing information in CPS. Some questions you need to answer before setting up the defaults include:

What products do you ship internationally?

Do the products you ship internationally require the use of commodity codes, ECCN and a license number?

What is the value of the products you ship internationally?

Which UPS international shipping/billing terms best suit your company's needs?

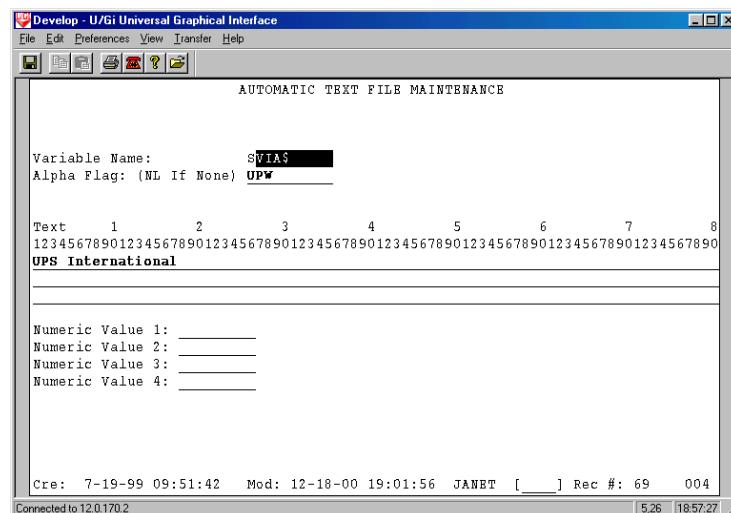
Do you have products listed in a database?

How many copies of the commercial invoice do you want to print?

What other countries do you ship to? Are the states for these countries required for UPS shipping and are they in your system?

Add the UPW carrier to Auto text.

Check the SVIA\$ variable to make sure the UPW has been added. To add UPW as a carrier, refer to section 13.1 (How to Add or Delete a Carrier) in your OmniShip manual:



Product Information

The Product Information defaults set here contain the information about what types of commodities you are exporting. This information is stored and can be used repeatedly to make processing your commercial invoices more efficient. Products are entered by number. This can correspond to product number schema's you use at your company, but it doesn't have to.

Defaults for Product Information are set up using the CPS Tools program. To launch the tools program: Start→Programs→CPS→Tools

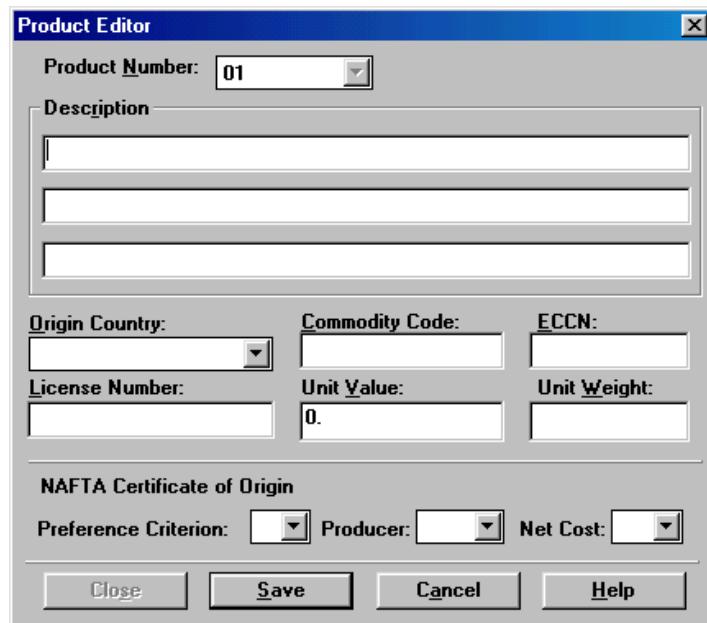
The CPS Tools window displays:



To add or edit product information:

Open **Edit →Product...**

The Product Editor displays:



Click the Add button, enter a number and click OK and then complete the applicable fields for each product type that you ship.

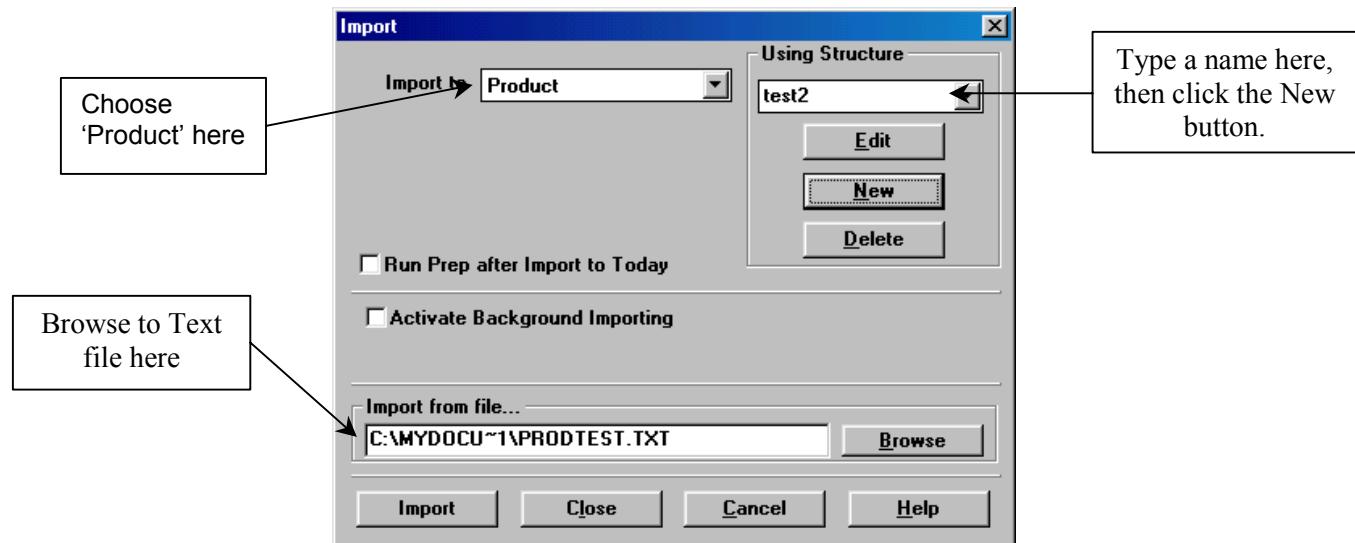
Since you are setting up defaults here, the only required field is Product Number. However, when you add product to your commercial invoice during shipment processing, the Description, Origin Country, and Unit Value (usually cartons) will be required. Please note that the Origin Country is specific to where the product originated, not where you are shipping it from.

The Commodity Code, ECCN (Export Control Classification Number) and License Number (used for validated licenses) fields relate to controlled commodities and are not required by the system. You can also add NAFTA Certificate of Origin information specific to the product here.

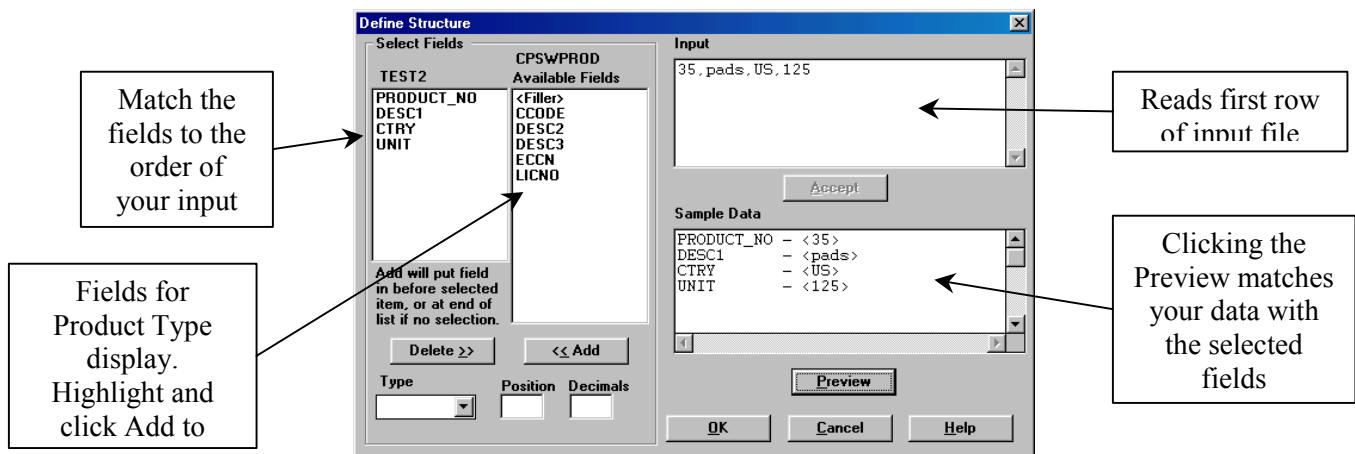
Data Imports

If you already have products set up using another system, you can import the information into Harvey. You must export the product information from the other system into a TXT file (comma delimited), DAT file, DIF file or a WKS file. There should not be a header row in this file. Here is an overview of the process:

1. Go to Start→Programs→CPS for Windows→Tools
2. Click on the Import menu
3. Choose Product in the Import To list:



4. Use the Browse button to navigate to your data file.
5. Select a Data Structure. Or, if it's the first time, enter a name in the Using Structure field and click the New button:

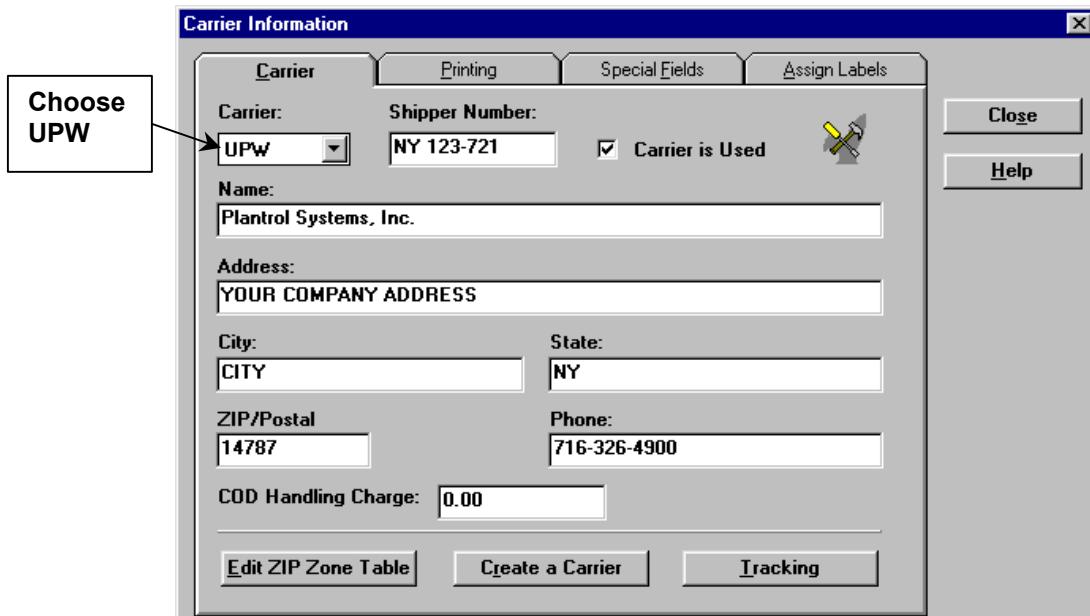


6. Choose the fields to include in your data structure by selecting them and clicking the Add button. The selected fields list should match the order of data from your Input file. Click the Preview button to make sure your data ends up in the correct fields. Click OK.
7. Determine if you need to select the Prep and Background Importing options. For more information, click the Help button on the Import window.
8. Click the Import button. Product codes are created from your input file.
- 9.

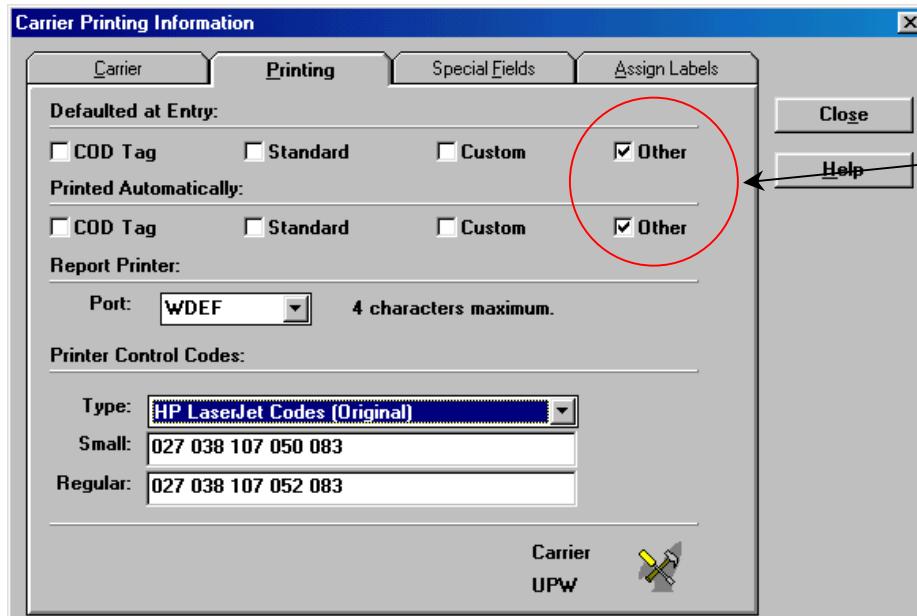
Shipping Labels

The Shipping Labels are also set up using the CPS Tools program. To set up your shipping labels for UPW: Open Setup → Carrier Parameters...

The Carrier Information window appears:

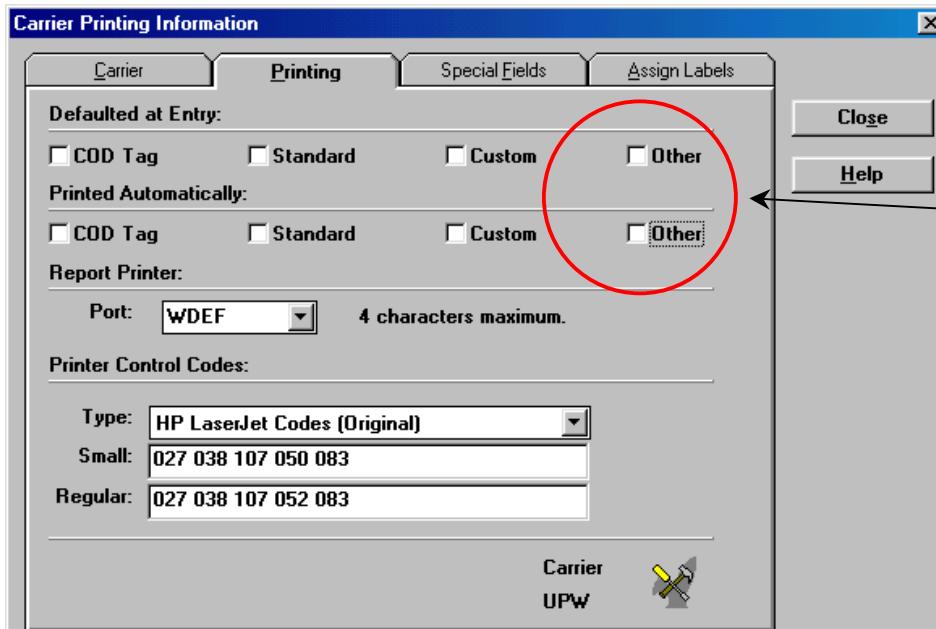


Choose “UPW” as the Carrier and confirm the information. Click the Printing tab to display the Printing Information window:



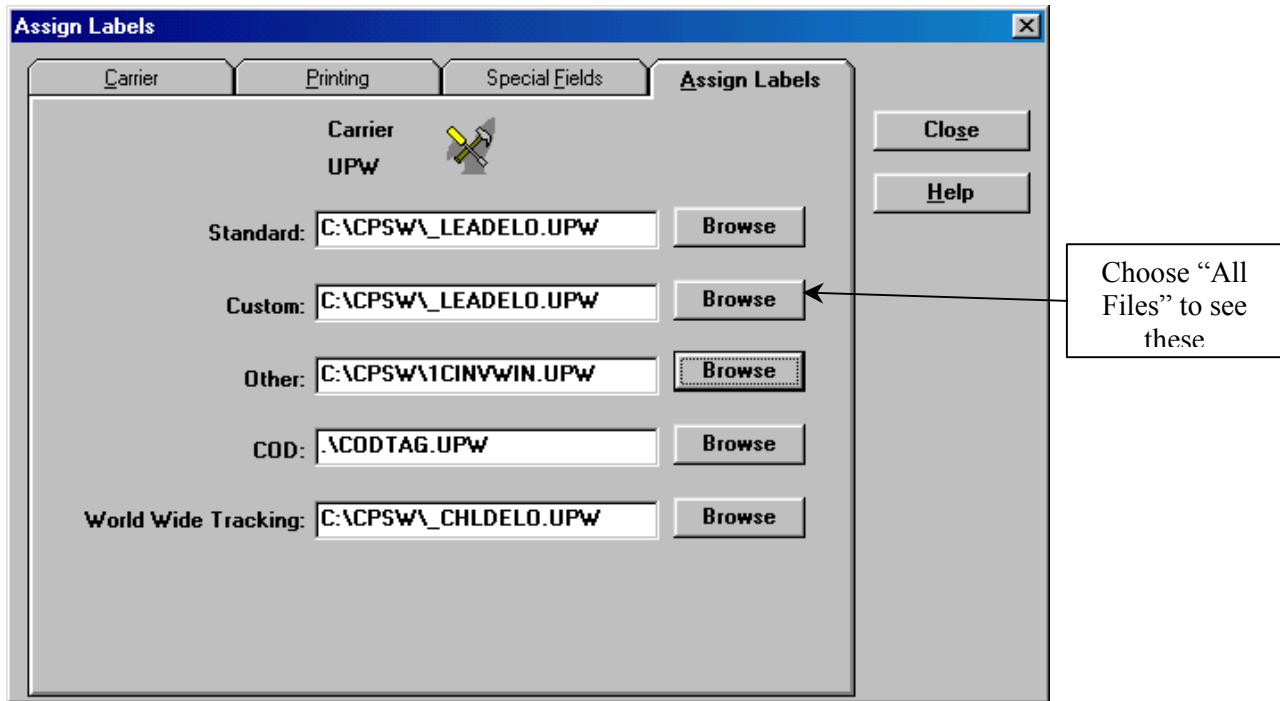
Check “Other” for both Defaulted at Entry and Printed Automatically.

Note: After processing your first international shipment, return to the Printing tab and remove the checks from both of the “Other” boxes. This ensures the proper number of commercial invoices print:



Once the entire set-up process is complete, Plantrol recommends creating a test UPW shipment, voiding it, and then coming back to this screen and clearing these two check boxes.

Next, click the Assign Labels tab:



Check to make sure your printing labels match those in the above screen shot.

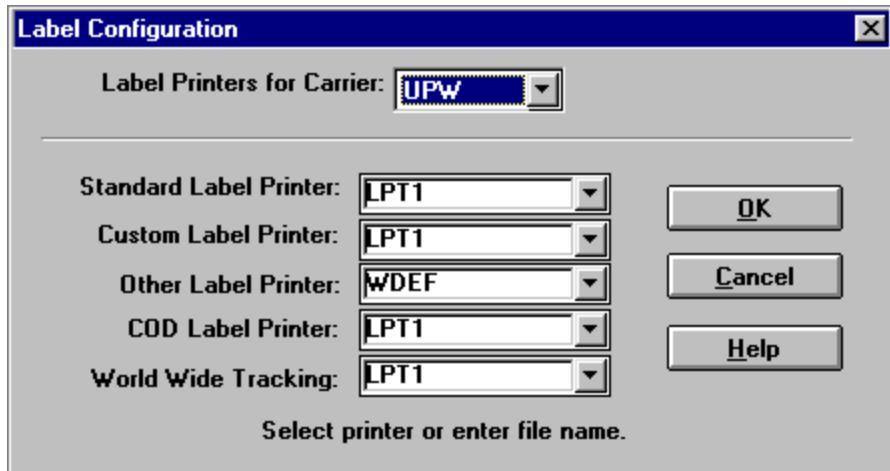
Field	Prints	File Name
Standard	Standard carrier label	_LEADELO.UPW
Custom	Thermal Waybill (lead package label)	_LEADELO.UPW
Other	Commercial Invoice	1CINVWIN.UPW
COD	COD Label	CODTAG.UPW
World Wide Tracking	Child Label	_CHLDELO.UPW

Note: If any of the above label files are missing from your system, call Plantrol for assistance.

Click the Close button when done. Next, you need to change your label printers:

Open Setup → Change Label Printers...

The Label Configuration window appears:



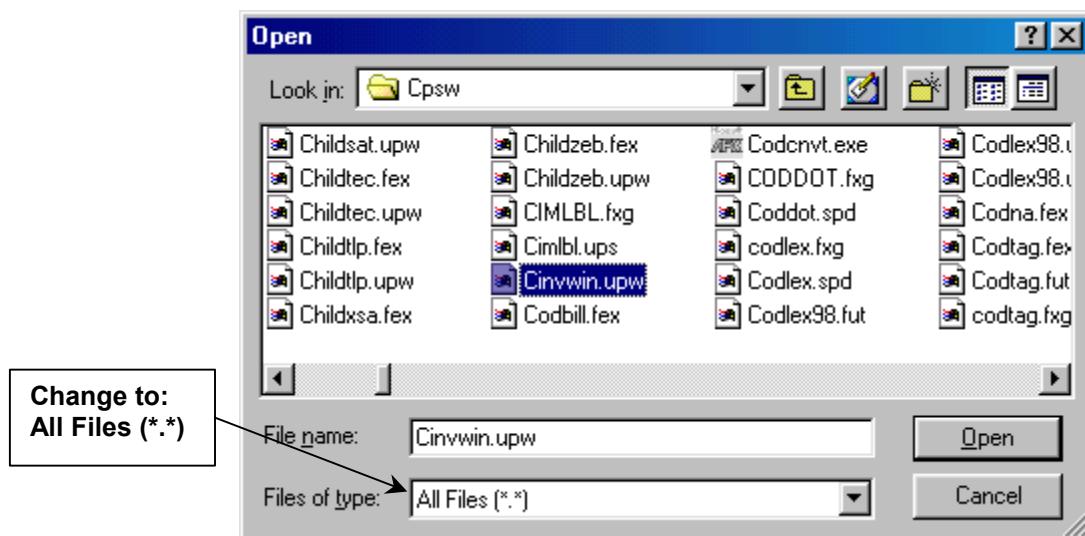
Make sure your settings match the ones in the screen shot. LPT1 is the thermal printer: Orion 2543. Click OK when finished. Close the CPS Tools program.

Export Documentation Copies

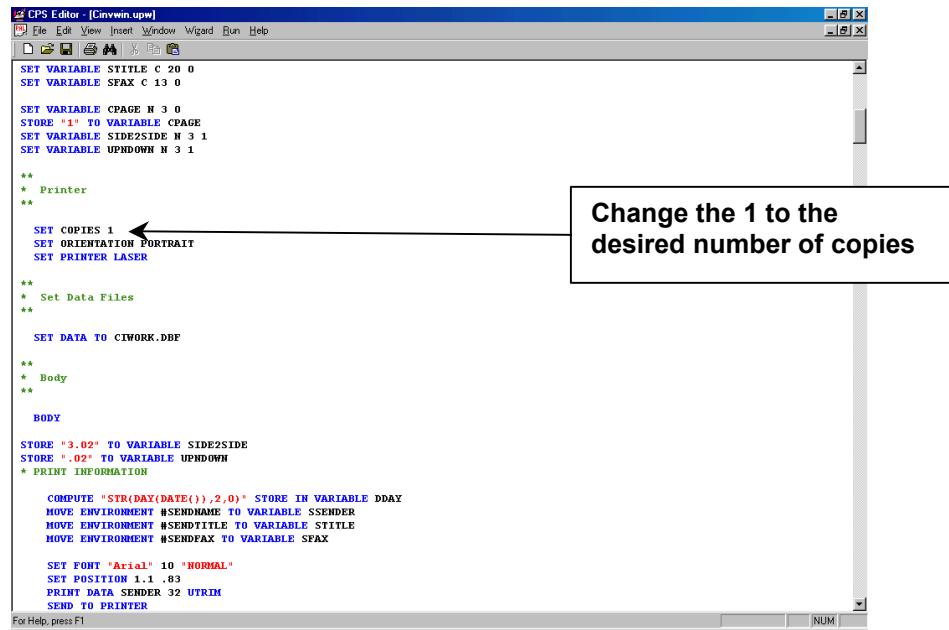
The commercial invoice defaults to print 1 copy, but 3 hard copies are required for customs. You can change this default to print up to 9 copies by editing the CINVWIN.UPW file. To edit the number of copies:

Start→Programs→CPS→CPS Editor

The CPS Editor displays. Open **C:\Cpsw\Cinvwin.upw**. You will need to change the files of type box to All Files and scroll over quite a bit to display the **Cinvwin.upw** file. Highlight **Cinvwin.upw** and click the Open button.



The file displays:



```

CPS Editor - [Cinvwin.upw]
File Edit View Insert Window Wizard Run Help
SET VARIABLE STITLE C 20 0
SET VARIABLE SFAX C 13 0

SET VARIABLE CPAGE N 3 0
STORE "1" TO VARIABLE CPAGE
SET VARIABLE SIDE2SIDE N 3 1
SET VARIABLE UPDOWN N 3 1

**
* Printer
**

SET COPIES 1 ←
SET ORIENTATION PORTRAIT
SET PRINTER LASER

**
* Set Data Files
**

SET DATA TO CIWORK.DBF

**
* Body
**

BODY

STORE "3.02" TO VARIABLE SIDE2SIDE
STORE ".02" TO VARIABLE UPDOWN
* PRINT INFORMATION

COMPUTE "STR(DAY(DATE()),2,0)" STORE IN VARIABLE DDAY
MOVE ENVIRONMENT #SENDERNAME TO VARIABLE SSENDER
MOVE ENVIRONMENT #SENDTITLE TO VARIABLE STITLE
MOVE ENVIRONMENT #SENDFAAX TO VARIABLE SFAX

SET FONT "Arial" 10 "NORMAL"
SET POSITION 1.1 .83
PRINT DATA SENDER 32 UTRIM
SEND TO PRINTER

For Help, press F1

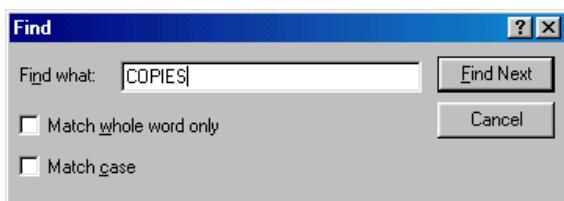
```

Change the number of copies and save the file.

By default, one copy of the Certificate of Origin (CO) is set to print with each international transaction. There are two versions of this document. One is for NAFTA shipments (nafta.upw) and the second is for all other shipments (nonnafta.upw). You can edit the “Set Copies” line in these documents also to change the number of copies that print. To find this line easily:

Select Edit→ Find

Enter a search term in the Find What box . Then, click the Find Next button:

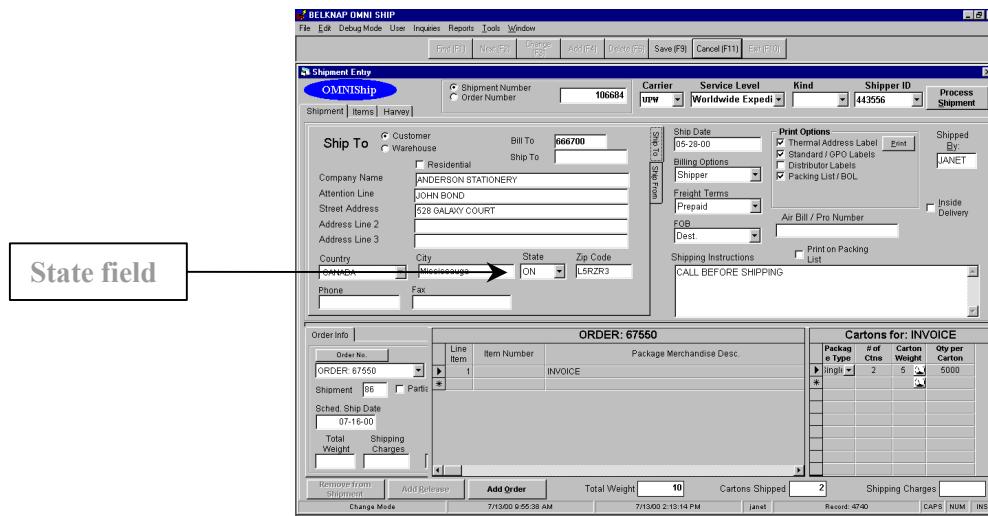


The Certificate of Origin for non-NAFTA (nonnafta.upw) parcels contains the “Vice President” title as default. You can change this to whatever title you want. Follow the instructions above, except search for “VICE.”

When you are done editing the export documentation files, be sure to save your work. Then, close the CPS Editor program.

Adding States

To prepare for international shipments, you will need to add State codes for some of the countries you will be shipping to. For example, if you are shipping to Canadian provinces or the Virgin Islands, you will need to add the state codes for these places so they are available for use in OmniShip. You will also need to add a blank value to use for destinations that do not use state codes.



To add additional state codes, refer to section 13.1 (How to Add or Delete a Carrier) in your OmniShip manual. Instead of changing the SVIA\$ (carrier) variable, add codes to the STATE\$ variable, which is the variable for the state codes. Here is a list of Canadian provinces for reference:

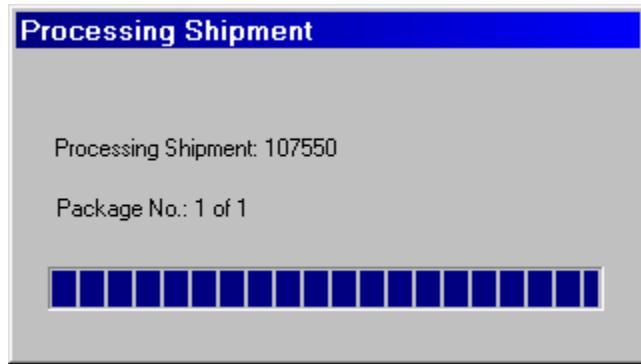
Code	Province
NF	Newfoundland
NB	New Brunswick
NS	Nova Scotia
PE	Prince Edward Island
QC	Québec
ON	Ontario
MB	Manitoba
SK	Saskatchewan
AB	Alberta
BC	British Columbia
NT	Northwest Territories
YT	Yukon

Note: Shipments to Puerto Rico can be shipped via regular UPS, while shipments to other US territories need to be shipped with UPW.

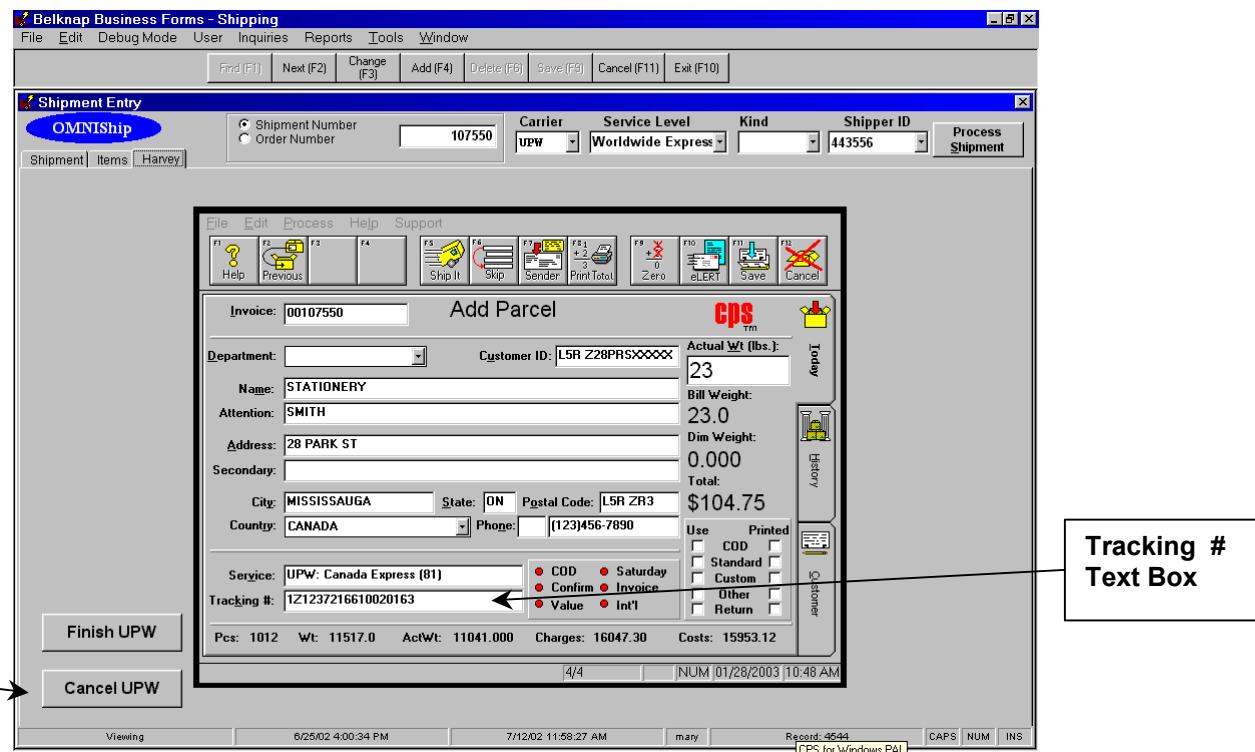
CREATE AND PROCESS THE SHIPMENT

The first step to process an international shipment is the same as any regular shipment:

1. Create the shipment, as you usually would, choosing UPW for the carrier. You may choose one of three service levels: Worldwide Expedited, Worldwide Express or Standard.
2. Verify the address. Make sure you select the correct country (UNITED STATES is the default). The Canadian provinces are included in the State field. Having the correct and complete address is critical here. OmniShip does verification of Canadian postal codes and will not allow a shipment to Canada to be processed without the correct postal code.
3. Make entries to the Items tab, if necessary. Some services may not be available for international shipping.
4. Click the Process Shipment button. The following screen appears:



When the Omni shipment is processed, the Harvey tab displays:



Do not make changes to this screen. If you need to make changes, return to OmniShip by using the Cancel UPW button. The F11 key and the Shipment and Items tabs are functional in OmniShip, but not in Harvey.

To continue, click in the Tracking # text box. If no tracking number appears, try clicking the Tracking button:



If you still do not receive a Tracking number or you receive an error message about the Tracking Number or Postal Code, click the Cancel UPW button to return to OmniShip and verify that the address is correct and complete.

ENTER WORLDWIDE INFORMATION

When you click in the tracking number text box, the Worldwide Information window appears:

Shipper ID Number: 123123

UPS World Ease (sm) Services:

- Single Country Clearance
- European Consolidated Clearance
- Set As Default

Name of Sender: Plantrol Systems, Ltd.

Consignee UPS #: 123456

Customs ID:

Payment of Charges: Prepaid

3rd Party Name:

Account #:

Type of Shipment: Non-Document - CPS Generated Invoice

Number of Packages: 1

Packaging: Customer Supplied Box

Description of Goods:

Customs Value: 0.00

Insurance: 0

Saturday Delivery

Reference #1: 67550

Reference #2:

Special Instructions:

Prepare SED: None

Prepare CO: None

OK Cancel Invoice Help

The Shipper ID Number and other 3 fields in the first section are optional. The Payment of Charges defaults to Bill Duty, Tax & Charges. The other fields in this section are related to other types of payments. Here is a description of the UPS International Payment of Charges Options:

Prepaid - Shipper pays all shipping charges; consignee or importer pays duty and Value Added Tax (V.A.T.).

Freight Collect - Consignee or importer pays all shipping charges, duty and V.A.T.

Delivered Duty Paid, V.A.T. Unpaid - Shipper pays shipping charges and duty; consignee pays V.A.T.

Bill Duty, Tax, and Shipping Charges to Shipper - Shipper pays destination country's duty and tax as well as all shipping charges.

The Type of Shipment defaults to "Non Document – CPS Generated Invoice." This shipment type collects information and creates the required commercial invoice. If you are creating

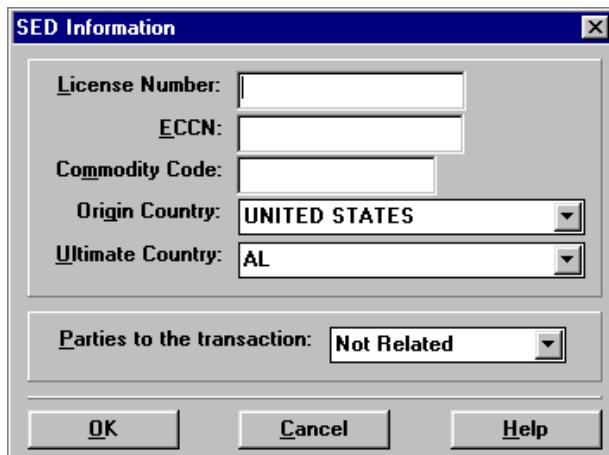
your own invoices and you do not want a CPS generated invoice, choose “Non Document – Customer Supplied Invoice.” Do not complete the Invoice section if you choose this option.

If you chose the default Type of Shipment (“Non Document – CPS Generated Invoice”), click OK to continue. The other fields will populate automatically. If you choose “Non Document – Customer Supplied Invoice,” complete the applicable fields on this window and click OK.

If you accidentally click cancel and the Worldwide Information window disappears, click the Other button from the Harvey tab, Add Parcel screen to bring it back:



If your shipment requires an SED document, select Included for the Prepare SED field. Choosing Included while also choosing to not generate a Commercial Invoice brings the following window:



ENTER COMMERCIAL INVOICE INFORMATION

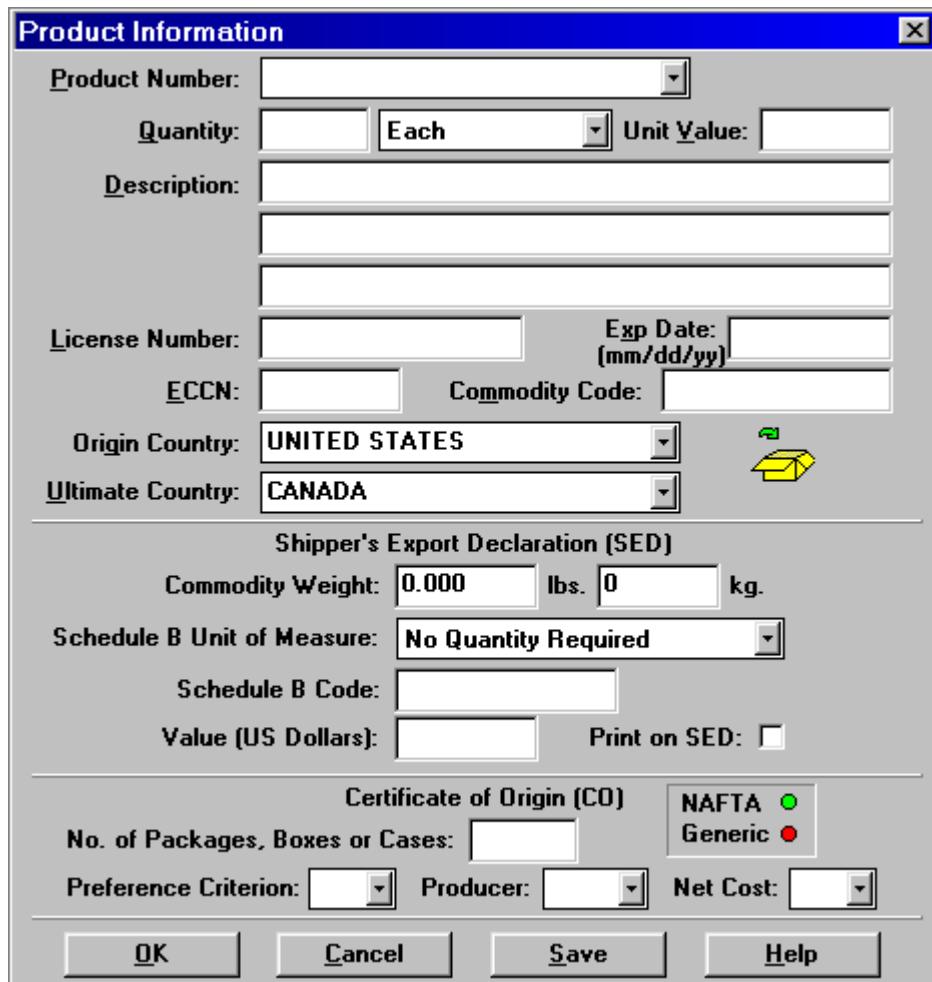
Clicking OK or the Invoice button from the Worldwide Information window (for “Non Document – CPS Generated Invoice” types) displays the Commercial Invoice Information window:

Description	Units	Unit Price	Total

The Bill To Information is pulled from the Ship To tab in OmniShip. If you are not billing a third party, you do not need to complete the bill to information (name, attention, address, terms and currency). If you are using a credit card, complete the Credit Card # and Expiration fields. Choose your destination country here.

Next, you need to add the product information for the commercial invoice. To add this information, click the Add button.

The Product Information window appears:



If you've set up the Product Information as described in section 7.2, you can select your products by number in the Product Number box. You can add products here by completing the product information and clicking the Save button before clicking OK. The Quantity field refers to the number of cartons.

Select the product, enter the required fields (Quantity, Unit Value, Description and both Country fields). The Origin Country selected here appears with the product on the Certificate of Origin and the SED.

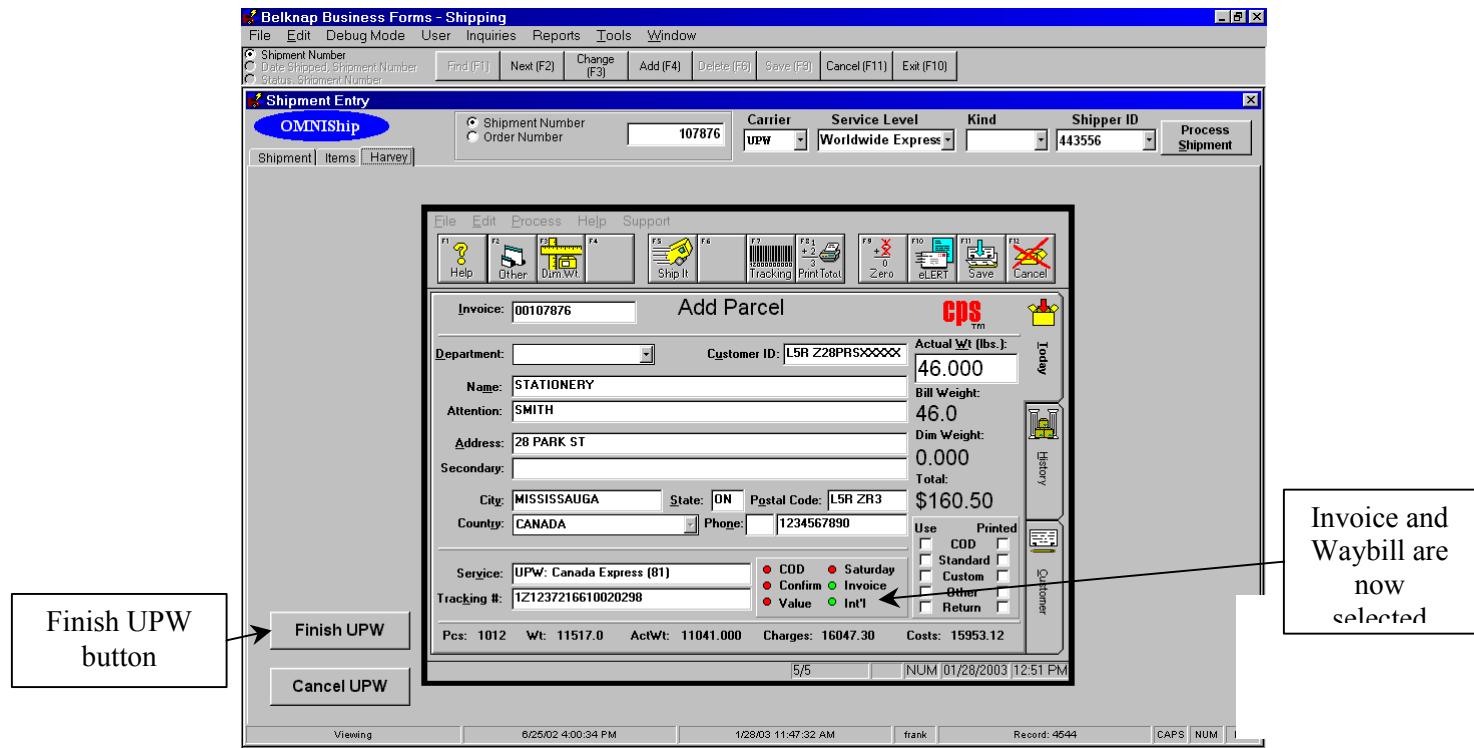
If you are printing an SED document, add the value will calculate automatically and a check will appear in the Print On SED box if the value is greater than \$2,500. Click OK to return to the Commercial Invoice window.

Commercial Invoice Information

Sold To/Importer Information (If different than Ship To)		Terms of Sale:												
<u>Name:</u>	<input type="text"/>													
<u>Attention:</u>	<input type="text"/>													
<u>Address:</u>	<input type="text"/>													
<u>Address 2:</u>	<input type="text"/>													
<u>City:</u>	<u>State:</u>	<input type="text"/>												
<u>Postal Code:</u>	<u>Phone:</u>	<input type="text"/> () - <input type="text"/>												
<u>Country:</u>	<input type="text"/> CANADA													
<u>Importer UPS Account #:</u>	<input type="text"/>													
Currency: <input type="text"/> U.S. DOLLAR Country of Ultimate Destination: <input type="text"/> Reason for Export: <input type="text"/> SALE Parties to the Transaction: <input type="text"/> NON-RELATED  <input type="checkbox"/> Add Shipping to Total														
<table border="1"> <thead> <tr> <th>Description</th> <th>Units</th> <th>Unit Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>FORMS</td> <td>2</td> <td>587.000</td> <td>1174.00</td> </tr> <tr> <td></td> <td></td> <td>Total:</td> <td>1174.00</td> </tr> </tbody> </table>			Description	Units	Unit Price	Total	FORMS	2	587.000	1174.00			Total:	1174.00
Description	Units	Unit Price	Total											
FORMS	2	587.000	1174.00											
		Total:	1174.00											
<input type="button" value="Close"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Help"/>														

Click the Add button if you need to add more products. Your total units should match your total number of cartons in the OmniShip record.

Click the Close button when finished to return to the Harvey tab displaying your UPW shipment:



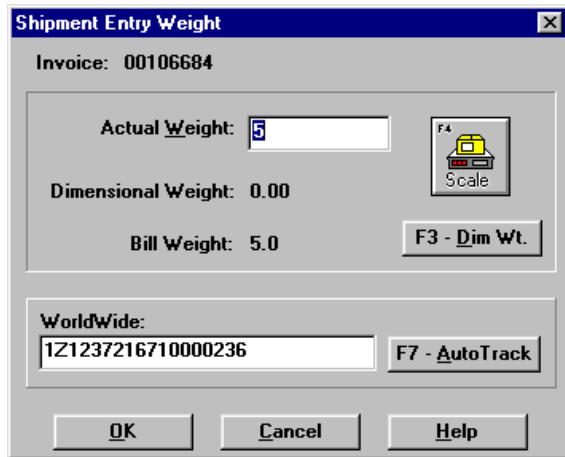
This screen is updated from information you've entered and the Invoice and Waybill buttons are now selected. Click the Finish UPW button to process your shipment. It may take a while to process.

ADD PACKAGE WEIGHT INFORMATION

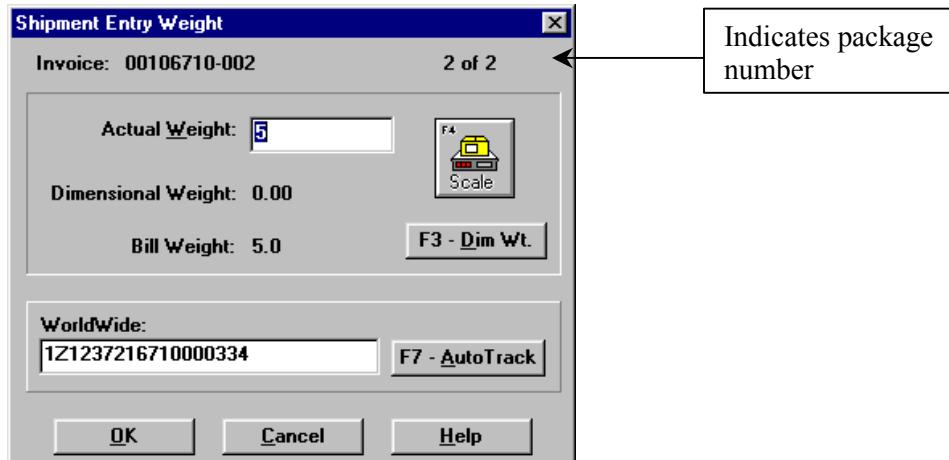
After clicking the Process UPW button, the Collect Weights window appears (if you have more than 1 carton):



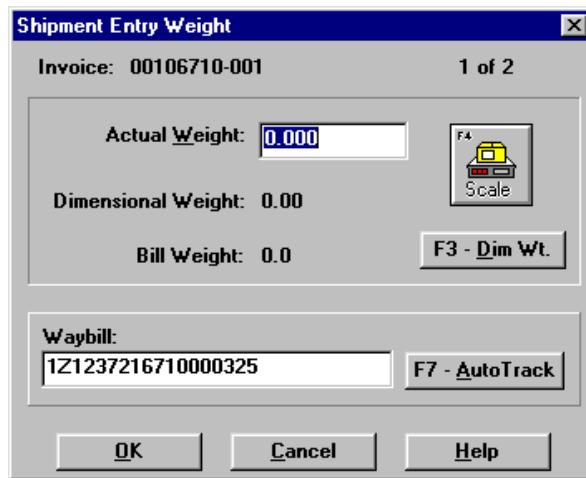
Select either the Same Weight for all Parcels or Different Weights. If you choose "Same" you will be asked to indicate the weight once:



If you choose "Different," you need to specify the weight of each package. A window appears for each package, starting with the first child package (package 2 of N):



You need to enter the weight for all of the child packages (package 2 to package N). The last package weight you enter will be for the lead package (package 1):



The child labels print as you enter each weight. When you've completed entering the package weights, click OK.

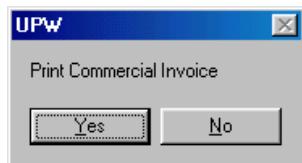
Note: At this time, there is no way to reprint a child label. You can reprint the lead package waybill, which contains information about the entire shipment but not the child labels. If your child labels are damaged or do not print, void the shipment and reprocess.

PROCESS THE UPW SHIPMENT

Clicking OK to the package weight window for your parent package processes your shipment:



Click Yes to print the commercial invoice:



Note: The first time you click "Yes" to print the commercial invoice, you should receive double the number you specified during set-up. Return section 7.2 Set-up Defaults – Shipping Labels for information on correcting this.

When complete, the parent label and commercial invoice(s) print (to your default printer) and this message displays:



The Harvey program determines if Certificates of Origin (NAFTA and NON-NAFTA) are also required and prints the appropriate documents. Here is an example of a non-NAFTA commercial invoice:

COMMERCIAL INVOICE																									
FROM: SHARON WEILER PLANTROL SYSTEMS, INC. YOUR COMPANY ADDRESS CITY, NY 14787 UNITED STATES PHONE: 716-326-4900			DATE: DEC 20 2000 INVOICE #: 00106433 PURCHASE ORDER:																						
SHIP TO: ATTN: RECEIVING OUR BEST CUSTOMER 100 MAIN STREET MISSISSAUGA, ON L5RZR3 CANADA PHONE: 905-669-1234		SOLD TO: RECEIVING OUR BEST CUSTOMER 100 MAIN STREET MISSISSAUGA, ON L5RZR3 PHONE: 905-669-1234																							
No. of Packages: 1 Weight: 15 LBS.		Currency Type: US DOLLARS Terms:																							
<table border="1"> <thead> <tr> <th>No. Units</th> <th>Description of Goods Harmonized System Tariff Number (if known)</th> <th>Country of Origin</th> <th>Unit Value</th> <th>Total Value</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Forms</td> <td>US</td> <td>240.0000</td> <td>2400.00</td> </tr> <tr> <td colspan="4">Subtotal</td> <td>2400.00</td> </tr> <tr> <td colspan="4">Grand Total</td> <td>2400.00</td> </tr> </tbody> </table> <p>WAYBILL TRACKING #: 1Z1237216710000969 THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION AS SHOWN. DIVERSION CONTRARY TO THE UNITED STATES LAW IS PROHIBITED.</p>						No. Units	Description of Goods Harmonized System Tariff Number (if known)	Country of Origin	Unit Value	Total Value	100	Forms	US	240.0000	2400.00	Subtotal				2400.00	Grand Total				2400.00
No. Units	Description of Goods Harmonized System Tariff Number (if known)	Country of Origin	Unit Value	Total Value																					
100	Forms	US	240.0000	2400.00																					
Subtotal				2400.00																					
Grand Total				2400.00																					
TRAFFIC MANAGER		Date																							
PAGE 1																									

Here is an example of a Certificate of Origin:

CERTIFICATE OF ORIGIN													
<p>The undersigned <u>SHARON WEILER</u> (Owner or Agent, or &c) for <u>PLANTROL SYSTEMS, INC.</u> (Name of Shipper) <u>YOUR COMPANY ADDRESS, CITY, NY 14787</u> (Address of Shipper) declares that the following mentioned goods shipped to <u>ANDERSON STATIONARY</u> on the date of <u>FEB 23 2001</u> consigned to <u>ANDERSON STATIONARY, 528 GALAXY COURT, PARIS, FRANCE</u> are the product of <u>US</u></p>													
<table border="1"> <thead> <tr> <th>MARKS AND NUMBERS</th> <th>NO. OF PKGS., BOXES OR CASES</th> <th>WEIGHT IN KILOS GROSS</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>SHIPMENT ID: 12372179XN3</td> <td>0 0</td> <td>0 0</td> <td>INVOICE: 00107237 100 Carbon Forms 500 forms</td> </tr> </tbody> </table>						MARKS AND NUMBERS	NO. OF PKGS., BOXES OR CASES	WEIGHT IN KILOS GROSS	DESCRIPTION	SHIPMENT ID: 12372179XN3	0 0	0 0	INVOICE: 00107237 100 Carbon Forms 500 forms
MARKS AND NUMBERS	NO. OF PKGS., BOXES OR CASES	WEIGHT IN KILOS GROSS	DESCRIPTION										
SHIPMENT ID: 12372179XN3	0 0	0 0	INVOICE: 00107237 100 Carbon Forms 500 forms										
<p>Sworn to before me this <u>23rd</u> day of <u>Feb</u> 2001, on <u>FEB 23 2001</u></p> <p><u>SHARON WEILER</u> (Signature of Owner or Agent)</p> <p>(NOTARY PUBLIC)</p> <p>The _____, a recognized Chamber of Commerce under the laws of the State of _____ has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.</p>													

Here is an example of a NAFTA Certificate of Origin:

DEPARTMENT OF THE TREASURY UNITED STATES CUSTOMS SERVICE NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN													
Please print or type 1. EXPORTER NAME AND ADDRESS PLANTROL SYSTEMS, INC. YOUR COMPANY ADDRESS CITY, STATE 14767		15 CFR 181.11.181.22 2. BLANKET PERIOD (DD/MM/YY) FROM 23/02/2001 TO 23/02/2002											
TAX IDENTIFICATION NUMBER: 3. PRODUCER NAME AND ADDRESS AVAILABLE TO CUSTOMS UPON REQUEST		4. IMPORTER NAME AND ADDRESS ANDERSON STATIONERY 528 GALAXY COURT MISSISSAUGA, ON L5R2R3 CANADA											
TAX IDENTIFICATION NUMBER		TAX IDENTIFICATION NUMBER											
<table border="1"> <thead> <tr> <th>5. DESCRIPTION OF GOOD(S)</th> <th>6. HS CODE CLASSIFICATION NUMBER</th> <th>7. PREFERENCE CRITERION</th> <th>8. PRODUCER</th> <th>9. NET COST</th> <th>10. INDICATOR OF ORIGIN</th> </tr> </thead> <tbody> <tr> <td>INVOICE: 00107236 25 Carbon Forms 1500 envelopes</td> <td>0018015</td> <td></td> <td></td> <td>GB</td> <td>US</td> </tr> </tbody> </table>		5. DESCRIPTION OF GOOD(S)	6. HS CODE CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. INDICATOR OF ORIGIN	INVOICE: 00107236 25 Carbon Forms 1500 envelopes	0018015			GB	US
5. DESCRIPTION OF GOOD(S)	6. HS CODE CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. INDICATOR OF ORIGIN								
INVOICE: 00107236 25 Carbon Forms 1500 envelopes	0018015			GB	US								
<p>I CERTIFY THAT:</p> <ul style="list-style-type: none"> THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS UPON REQUEST. I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT; I AGREE TO MAINTAIN, AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE; THE GOODS IDENTIFIED IN THIS CERTIFICATE OF ORIGIN ARE THE PROPERTY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT, AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND 													
<p>• THIS CERTIFICATE CONSISTS OF 1 PAGES, INCLUDING ALL ATTACHMENTS.</p> <table border="1"> <tr> <td>11. AUTHORIZED SIGNATURE</td> <td>12. COMPANY NAME</td> </tr> <tr> <td>11e. NAME (Print or Type)</td> <td>12e. TITLE</td> </tr> <tr> <td>11e. DATE (DD/MM/YY)</td> <td>12e. TELEPHONE NUMBER</td> </tr> <tr> <td>02-23-01</td> <td>716-326-4900</td> </tr> </table>						11. AUTHORIZED SIGNATURE	12. COMPANY NAME	11e. NAME (Print or Type)	12e. TITLE	11e. DATE (DD/MM/YY)	12e. TELEPHONE NUMBER	02-23-01	716-326-4900
11. AUTHORIZED SIGNATURE	12. COMPANY NAME												
11e. NAME (Print or Type)	12e. TITLE												
11e. DATE (DD/MM/YY)	12e. TELEPHONE NUMBER												
02-23-01	716-326-4900												
Customs Form 434 (121793)													

Here is an example of a Shipper's Export Declaration:

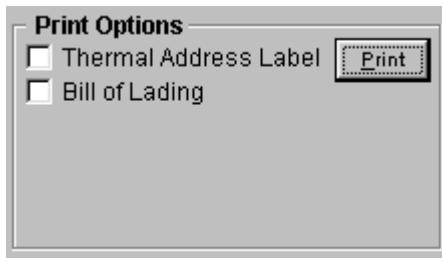
U.S. DEPARTMENT OF COMMERCE - BUREAU OF THE CENSUS - INTERNATIONAL TRADE ADMINISTRATION SHIPPER'S EXPORT DECLARATION FORM 7525-V (1-1-88) OMB No. 0607-0018													
1a. EXPORTER Name and address including ZIP code PLANTROL SYSTEMS, INC. YOUR COMPANY ADDRESS, CITY 14767		1b. ZIP CODE 14767		1c. DATE OF EXPORTATION 02-23-01									
1d. EXPORTER (EN-UR) NO.		1e. PARTIES TO TRANSACTION <input type="checkbox"/> Related <input checked="" type="checkbox"/> Non-Related		1f. SELLER OF RECORD/WAYBILL NO. 12372179AMZ									
2a. EXPORTER CONSIGNEE ANDERSON STATIONERY 528 GALAXY COURT L5R2R3 MISSISSAUGA CANADA													
3. INTERMEDIATE CONSIGNEE													
4. FORWARDING AGENT N/A		5. MODE OF TRANSPORT (Specify) AIR		6. POINT (STATE) OF ORIGIN OR FOB (2) NO. NY, USA									
8. LOADING PORT (Vessel only)		10. EXPORTING CARRIER United Parcel Service		7. COUNTRY OF ULTIMATE DESTINATION CANADA									
12. PORT OF UNLOADING (Vessel and air only)		13. CONTAINERIZED (Vessel only) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
14. SPECIFIC DESCRIPTION OF COMMODITIES 15. MARKS, NO. AND KINDS OF PACKAGES 16. SCHEDULE B NUMBER 17. CHECK 18. SCHEDULE B UNIT(S) 19. SHIPPING WEIGHT (Use columns 17 - 19)													
<table border="1"> <tr> <td>D envelopes</td> <td>1500</td> <td>2</td> <td>19470.00</td> </tr> <tr> <td>F Carbon Forms 0018015</td> <td>25</td> <td>3</td> <td>10800.00</td> </tr> </table>						D envelopes	1500	2	19470.00	F Carbon Forms 0018015	25	3	10800.00
D envelopes	1500	2	19470.00										
F Carbon Forms 0018015	25	3	10800.00										
21. VALIDATED LICENSE NO./GENERAL LICENSE SYMBOL 02-23-01													
22. ECON (When required)													
<p>23. Duty authorized or employee SHARON WEILER</p> <p>24. I certify that all statements made and all information contained herein are true and correct to the best of my knowledge and belief. I understand that any false statement on this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration," or any other document or information furnished by the Bureau of the Census, may subject me and my company to criminal penalties and provide the maximum information for violation of U.S. laws on exportation. 17 U.S.C. Sec. 305, 22 U.S.C. Sec. 401, 19 U.S.C. Sec. 1520, 19 U.S.C. Sec. 1521, 19 U.S.C. Sec. 1522, 19 U.S.C. Sec. 1523, 19 U.S.C. Sec. 1524, 19 U.S.C. Sec. 1525, 19 U.S.C. Sec. 1526, 19 U.S.C. Sec. 1527, 19 U.S.C. Sec. 1528, 19 U.S.C. Sec. 1529, 19 U.S.C. Sec. 1530, 19 U.S.C. Sec. 1531, 19 U.S.C. Sec. 1532, 19 U.S.C. Sec. 1533, 19 U.S.C. Sec. 1534, 19 U.S.C. Sec. 1535, 19 U.S.C. Sec. 1536, 19 U.S.C. Sec. 1537, 19 U.S.C. Sec. 1538, 19 U.S.C. Sec. 1539, 19 U.S.C. Sec. 1540, 19 U.S.C. Sec. 1541, 19 U.S.C. Sec. 1542, 19 U.S.C. Sec. 1543, 19 U.S.C. Sec. 1544, 19 U.S.C. Sec. 1545, 19 U.S.C. Sec. 1546, 19 U.S.C. Sec. 1547, 19 U.S.C. Sec. 1548, 19 U.S.C. Sec. 1549, 19 U.S.C. Sec. 1550, 19 U.S.C. Sec. 1551, 19 U.S.C. Sec. 1552, 19 U.S.C. Sec. 1553, 19 U.S.C. Sec. 1554, 19 U.S.C. Sec. 1555, 19 U.S.C. Sec. 1556, 19 U.S.C. Sec. 1557, 19 U.S.C. Sec. 1558, 19 U.S.C. Sec. 1559, 19 U.S.C. Sec. 1560, 19 U.S.C. Sec. 1561, 19 U.S.C. Sec. 1562, 19 U.S.C. Sec. 1563, 19 U.S.C. Sec. 1564, 19 U.S.C. Sec. 1565, 19 U.S.C. Sec. 1566, 19 U.S.C. Sec. 1567, 19 U.S.C. Sec. 1568, 19 U.S.C. Sec. 1569, 19 U.S.C. Sec. 1570, 19 U.S.C. Sec. 1571, 19 U.S.C. Sec. 1572, 19 U.S.C. Sec. 1573, 19 U.S.C. Sec. 1574, 19 U.S.C. Sec. 1575, 19 U.S.C. Sec. 1576, 19 U.S.C. Sec. 1577, 19 U.S.C. Sec. 1578, 19 U.S.C. Sec. 1579, 19 U.S.C. Sec. 1580, 19 U.S.C. Sec. 1581, 19 U.S.C. Sec. 1582, 19 U.S.C. Sec. 1583, 19 U.S.C. Sec. 1584, 19 U.S.C. Sec. 1585, 19 U.S.C. 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REPRINTING THE COMMERCIAL INVOICE

There may be instances when you need to reprint a copy of the commercial invoice for an international shipment.

To reprint a commercial invoice:

1. In OmniShip, bring up the shipment.
2. Make sure no printing options are selected and click the Print button.



3. The commercial invoices will print. You will receive the default number of copies.

Note: You can reprint a commercial invoice for the current ship day prior to conducting your end of day processing. Once shipments have been moved to history, reprints can only be made after incrementing the current ship day.

LABELS, PACKING LISTS, AND BILLS OF LADING

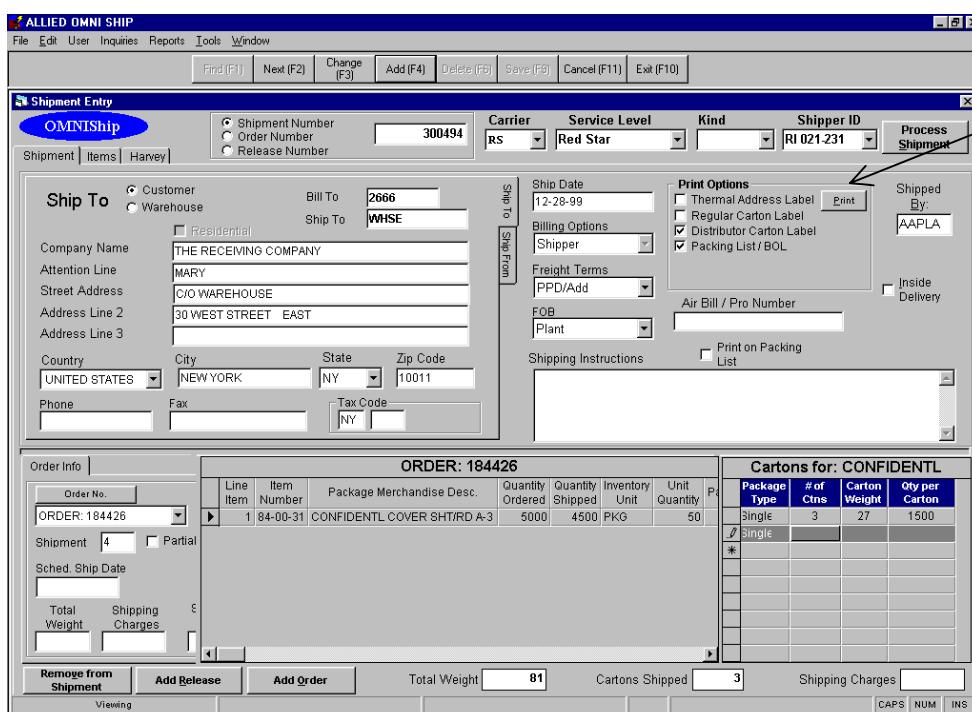
HOW TO PRINT DOCUMENTS

Your shipping documents are specific to your company. The layout and look of your labels, packing list, and bills of lading will be unique and customized to your needs. Not all installations will include all of these documents, and some will contain many more.

There are several ways to print shipping documents. Which method works best will depend on the status of the shipment.

Printing documents BEFORE the shipment is processed

1st Method – SAVE the shipment, then PRINT



Enter the shipment normally, but do not PROCESS SHIPMENT.

SAVE (F9) the shipment, click the check boxes next to the documents you wish to print, click PRINT. The UPS labels cannot be printed until you process the shipment.

If your system includes the “Create Label” option, found on the User Menu, you can enter shipments and print labels directly from this screen, shown below. Use the buttons in the upper right to SAVE shipments and PRINT labels.

Label Printing Screen

Job Number	10170	CREATING NEW SHIPMENT		
AAB	Label Type <input checked="" type="radio"/> Regular <input type="radio"/> Dealer <input type="radio"/> Custom S/W <input checked="" type="radio"/> To Customer <input type="radio"/> To Vendor <input type="radio"/> To Warehouse SAVE PRINT CANCEL			
SHIP FROM Ship From: Magic Marketing & Graphics Address 1: <input type="text"/> Address 2: P.O. Box 360658 City: Strongsville State: OH Zip: 44136		Name: <input type="text"/> <input checked="" type="checkbox"/> Use Ship To Ship to name: <input type="text"/> Attention Line: <input type="text"/> Street Address: <input type="text"/> Ship to address: <input type="text"/> Ship to address 2: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
Cost Center: <input type="text"/> Customer PO: <input type="text"/> Distributor PO: <input type="text"/>		Special Instructions: shipping instructions go here more ship instr. more ship instr. and even more ship instr.		
Parts	Item Number	Overall Size		
3	<input type="text"/>	8- 1/2 x 14- 1/2		
ITEM DESCRIPTION				
Shipment Quantity	Quantity Per Ctn	Number of Labels	Starting Consecutive Number	Starting Carton #
1540	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 1 <input type="text"/> 0 <input type="text"/>
				Pad / Book Quantity <input type="text"/> 0 <input type="text"/> 0 <input type="text"/>
				Inner Packaging Quantity <input type="text"/> Type <input type="text"/>

How to print documents as part of the shipping process

When you click the PROCESS SHIPMENT button, all checked documents will be printed.

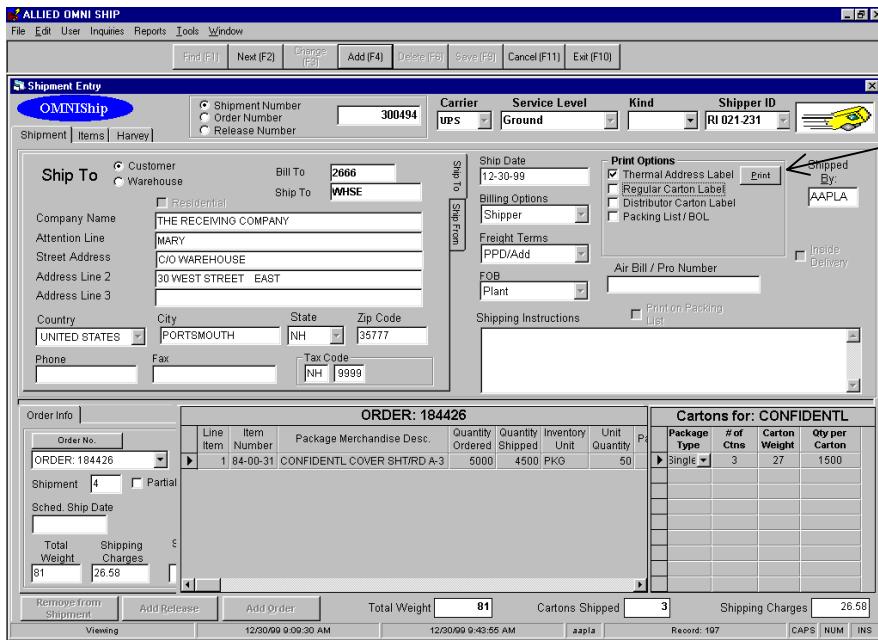
As shown below, Distributor carton labels and the Packing List/BOL form will be printed for shipment number 300494 when the PROCESS SHIPMENT button is clicked.

How to print documents AFTER the shipment is processed

Once the shipment has been processed, you can reprint the documents (including the UPS label) by finding the shipment, selecting the documents to be printed, and clicking the PRINT button, as shown in Method 1 below.

Method 2, using the Reports Menu, can be used to reprint the forms other than the thermal labels, and is shown opposite.

1st Method – FIND the shipment, then PRINT

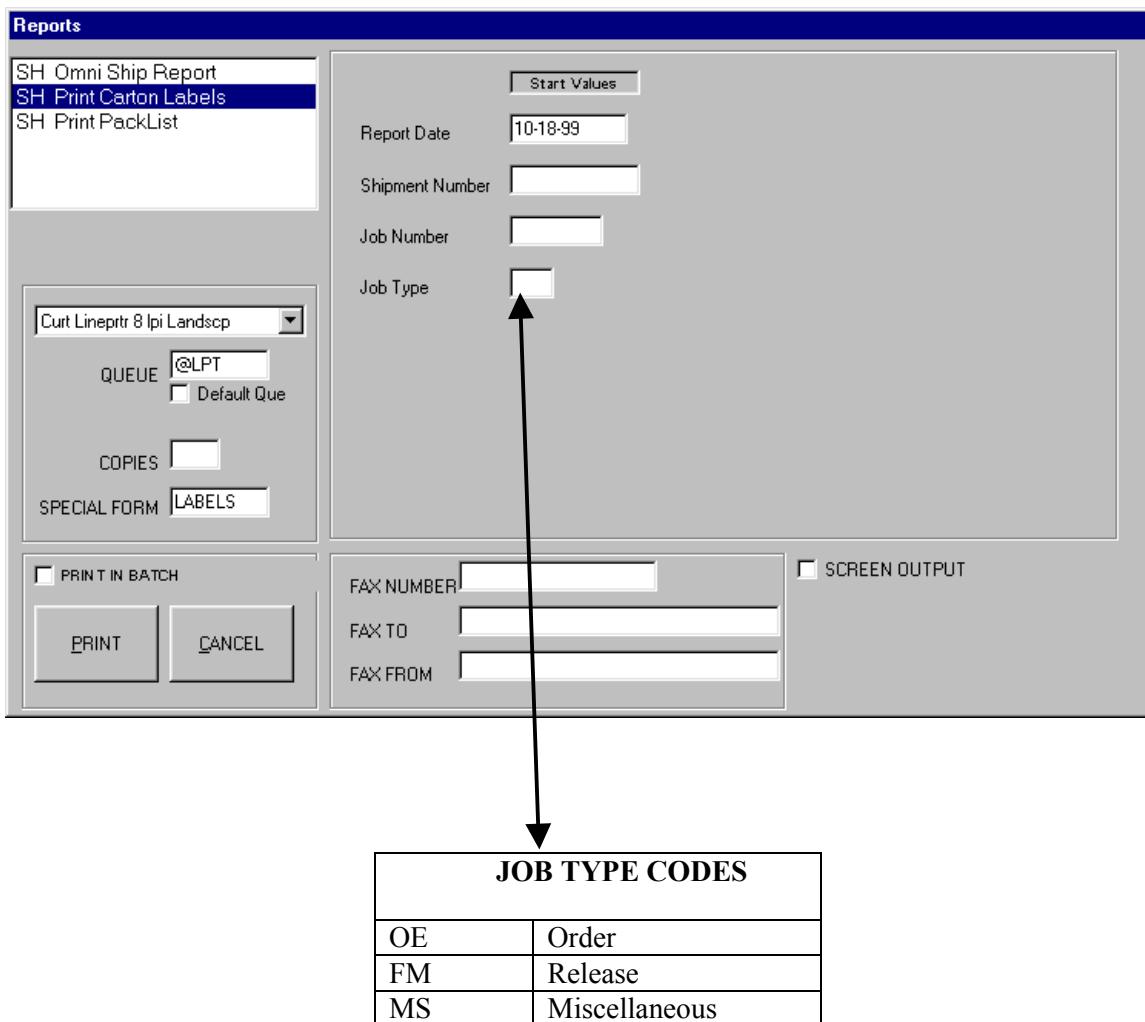


Use the print options to print documents for a processed shipment.

FIND the shipment normally, and do not void or delete it. You will not be able to make changes, but you can click the check boxes next to the documents you wish to print, click PRINT. UPS labels can be reprinted using this method.

2nd Method – Use the Reports Menu

Click on REPORTS – All Available Reports. Select the document you wish to print from the list at top left. Input the requested shipment and job information. Select the printer, and click PRINT.



STANDARD FORMS

Although many shipping documents are customized for specific purposes and include company logos and requirements, Plantrol does support the formats shown here as standard forms.

Packing list/Bill of Lading for impact printers

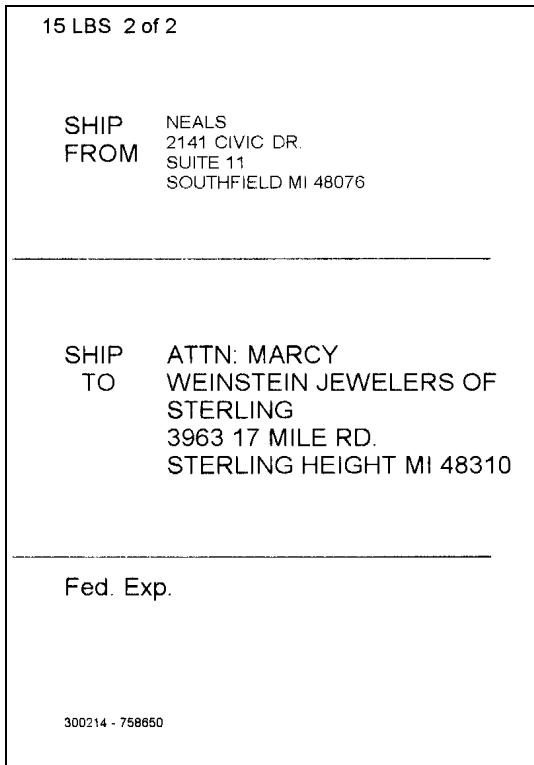
PACKING LIST																	
FACTORY NUMBER	SHIPMENT	DISTRIBUTOR P.O. NUMBER	CUSTOMER P.O. NUMBER	CARRIER		DATE SHIPPED											
F R O M				T O													
STATUS		FREIGHT TERMS		SHIPPED BY	CHARGES	PAGE _____ OF _____											
QUANTITY ORDERED		PARTS	DESCRIPTION														
NUMBER OF CARTONS	QUANTITY PER CARTON	FIRST NUMBER	LAST NUMBER	NUMBER MISSING	TOTAL QUANTITY	WEIGHT PER CARTON	TOTAL WEIGHT										
No. CARTONS		FIRST NUMBER PRINTED	LAST NUMBER PRINTED	TOTAL MISSING	TOTAL SHIPPED		TOTAL WEIGHT										
MISSING NUMBERS:																	
STRAIGHT BILL OF LADING-SHORT FORM-Original-Not Negotiable <small>RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of the issue of this Bill of Lading.</small>				CARRIER		SHIPPER'S NUMBER											
<small>PROTECT THRU RATE</small> <table border="1"> <tr> <td>DATE SHIPPED</td> <td colspan="2">SHIPPER</td> <td colspan="3">CONSIGNMENT TO AND DESTINATION</td> </tr> <tr> <td colspan="2">CUSTOMER P.O. NUMBER</td> <td>DISTRIBUTOR P.O. NUMBER</td> <td colspan="3"></td> </tr> </table>				DATE SHIPPED	SHIPPER		CONSIGNMENT TO AND DESTINATION			CUSTOMER P.O. NUMBER		DISTRIBUTOR P.O. NUMBER					
DATE SHIPPED	SHIPPER		CONSIGNMENT TO AND DESTINATION														
CUSTOMER P.O. NUMBER		DISTRIBUTOR P.O. NUMBER															
<small>the property described below, in apparent good order, except as noted (contents and conditions of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery of said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. (Mail or street address of consignee - For purposes of notification only.)</small>																	
PACKAGES	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS PRINTED FORMS				*WEIGHT	CLASS OR RATE	CHECK COL.										
DELIVERY		ROUTE		DELIVERING CARRIER	CAR OR VEHICLE INITIALS		NUMBER										
<small>Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor the consignor shall sign the following statement:</small> <small>The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.</small> <small>Signature of the Consignor) _____</small>		<small>If charges are to be prepaid, write or stamp here, "To be Prepaid."</small>		<small>Received \$ _____ to apply in prepayment of the charges on the property described hereon.</small> <small>Agent or Carrier _____</small> <small>PER _____</small> <small>(The signature here acknowledges only the amount prepaid.)</small> <small>Charges Advanced \$ _____</small> <small>† Shipper's imprint in lieu of stamp; not a part of bill of lading approved by the Interstate Commerce Commission.</small> <small>† The fibre boxes used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Uniform Freight Classification.</small> <small>_____ Shipper, Per _____</small> <small>_____ Agent, Per _____</small>													
PERMANENT POST OFFICE ADDRESS OF SHIPPER																	
TRUCKER'S COPY																	

Bill of Lading for laser printers

STRAIGHT BILL OF LADING – Short Form – Not Negotiable								
SHIP FROM			Bill of Lading Number: _____					
SHIP TO			CARRIER NAME: _____ Trailer number: Seal number(s):					
THIRD PARTY FREIGHT CHARGES BILL TO:			SCAC: Pro number:					
SPECIAL INSTRUCTIONS:			Freight Charge Terms: Prepaid _____ Collect _____ 3 rd Party _____ <input type="checkbox"/> Master Bill of Lading: with attached (check box) underlying Bills of Lading					
CUSTOMER ORDER INFORMATION								
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)	ADDITIONAL SHIPPER INFO			
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
GRAND TOTAL								
CARRIER INFORMATION								
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care.</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
GRAND TOTAL								
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:				COD Amount: \$ _____ Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>				
*The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per "								
NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).								
RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations, the property described above, in apparent good order, except as noted (contents and condition of contents of package unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Unless the shipper and carrier have an effective prior written agreement to use another bill of lading, it is mutually agreed, as to all motor carriage performed by each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in any or all of said property that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth in the National Motor Freight Classification 100-X and successive issues. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.						The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. _____ <small>Shipper Signature</small>		
						Pallets Returned _____ Straps Returned _____ Order Complete <input type="checkbox"/> This Delivery: Partial <input type="checkbox"/> Final <input type="checkbox"/>		
SHIPPER SIGNATURE / DATE <small>This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.</small>				Trailer Loaded: Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces		CARRIER SIGNATURE / PICKUP DATE <small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle.</small>		

Thermal Labels

Shown below are labels generated from a thermal printer.



Custom Forms

Plantrol Systems can provide whatever custom forms you may need for your shipping system. Shown below is an example of a custom shipping label.

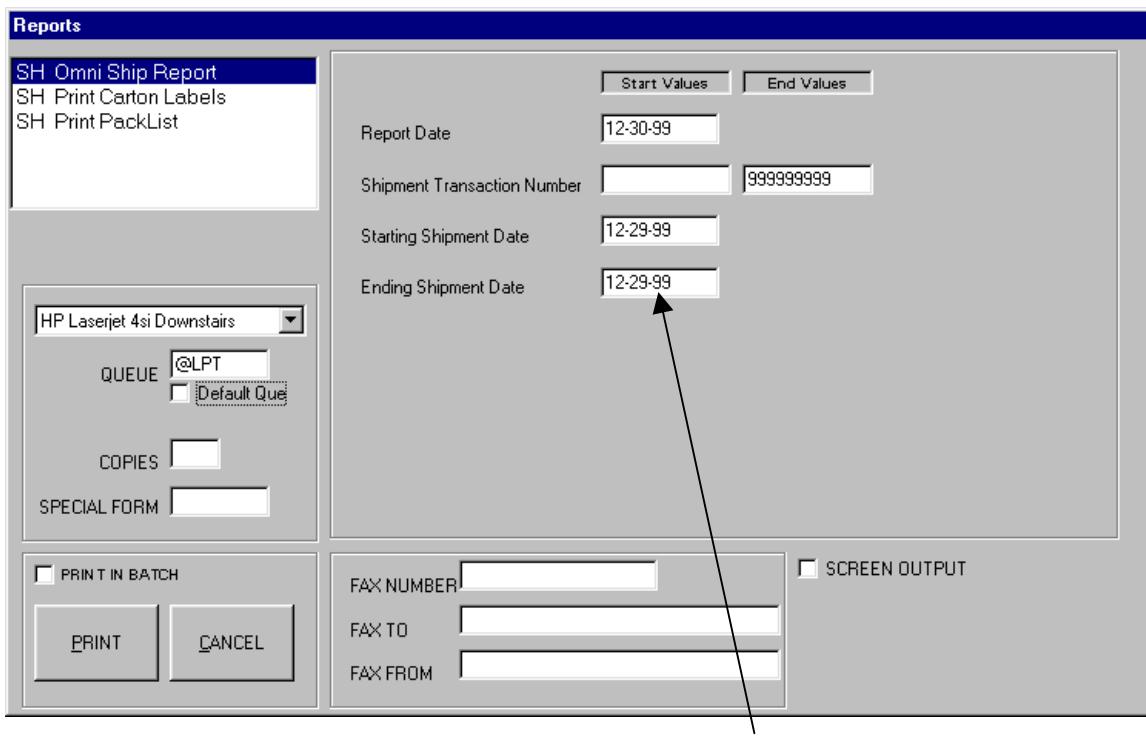
THIS END UP		
<p>From</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%; border: 1px solid black; padding: 5px;"></div> <div style="width: 45%; border: 1px solid black; padding: 5px;"></div> </div>		
<p>To</p> <div style="display: flex; justify-content: space-around;"> <div style="width: 45%; border: 1px solid black; padding: 5px;"></div> <div style="width: 45%; border: 1px solid black; padding: 5px;"></div> </div>		
NO. OF PARTS	FORM NAME/NUMBER	
	FROM NUMBERED TO	
	CUSTOMER ORDER NO. OUR ORDER NO.	
QUANTITY THIS CARTON		
CARTON NUMBER O F		
FACTORY JOB NO.		

REPORTS

You can access Plantrol's Omni Ship report and other shipping documents through the Report Menu within Omni, and also from the Report Menu in your UBL SH system. In addition to the Shipping Detail Report, which is normally run as part of your UPS end of day process, Harvey's CPS system makes additional reports available.

REPORT MENU – VISUAL

Click on REPORTS – All Available Reports. Select the report you wish to print from the list at top left. Input the requested shipment and job information. Select the printer, and click PRINT.



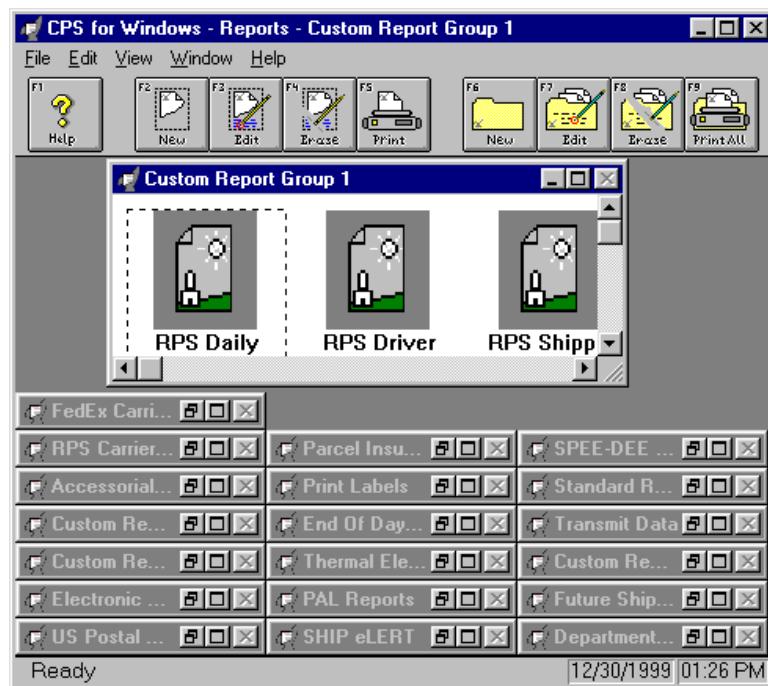
The Omni Ship report for all shipments made 12-29-99 is about to be printed.

REPORT MENU – UBL

You can print the Omni Ship report, and most other customized shipping documents from a UBL dumb terminal by accessing the User Defined Reports menu from the SH system menu.

HARVEY REPORTS

The Harvey CPS for Windows system contains various reports that can be run as desired. Access these reports by clicking on Start → Programs → CPS for Windows → Reports. Open the report group folder you want to work with by restoring it from its minimized state. You can drag report icons into other folders to group them appropriately.



NOTE: Clicking on the Custom Report Group 1 from the CPS Process Menu will generate the reports in the report folder shown above. You can also double click a report icon to run a report.

How to Print a Shipping Detail Report from History

This report is useful if the End of Day Shipping Detail Report is lost. Once you have moved the day's shipments to history, you must use this option to run the report.

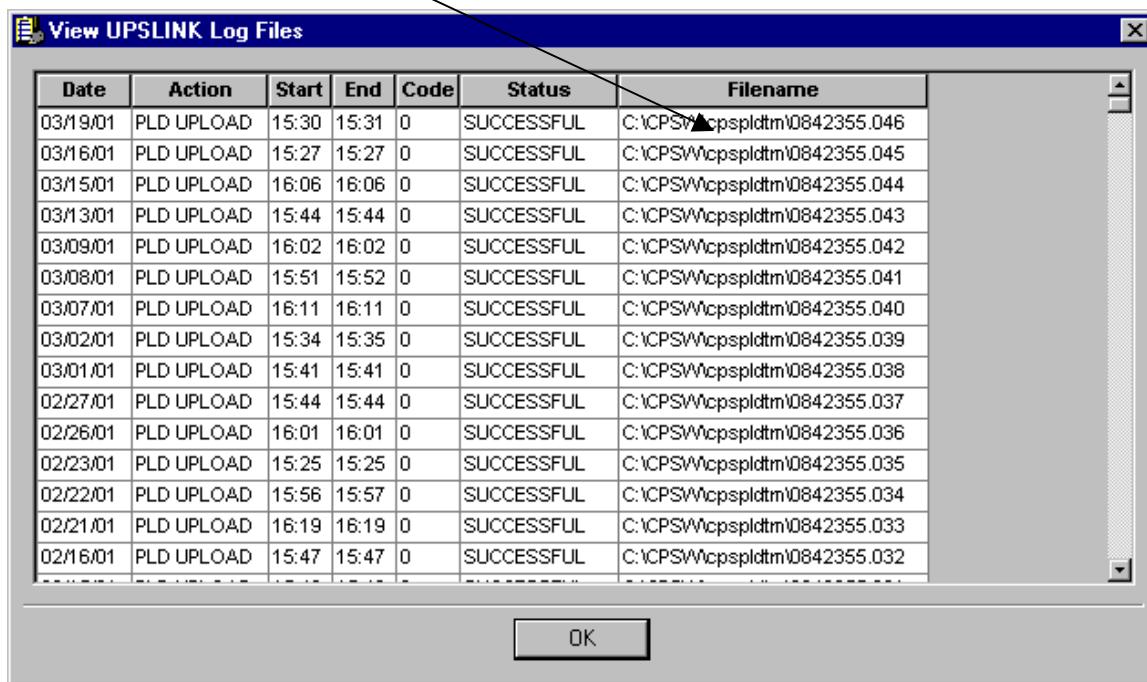
Note: If the day's upload file was corrupted, this report will not run successfully. In that case, you may use the "UPS Manifest" report which is found on the SH system report menu. Although the UPS Manifest report is not as complete as the Shipping Detail Report, UPS will accept it as a replacement for the upload file if necessary.

1. Find the upload file name.

Click Start → Programs → CPS for Windows → View UPSLINK Log Files.

Locate the Upload file for the day needed. Write down the number of the day's filename.

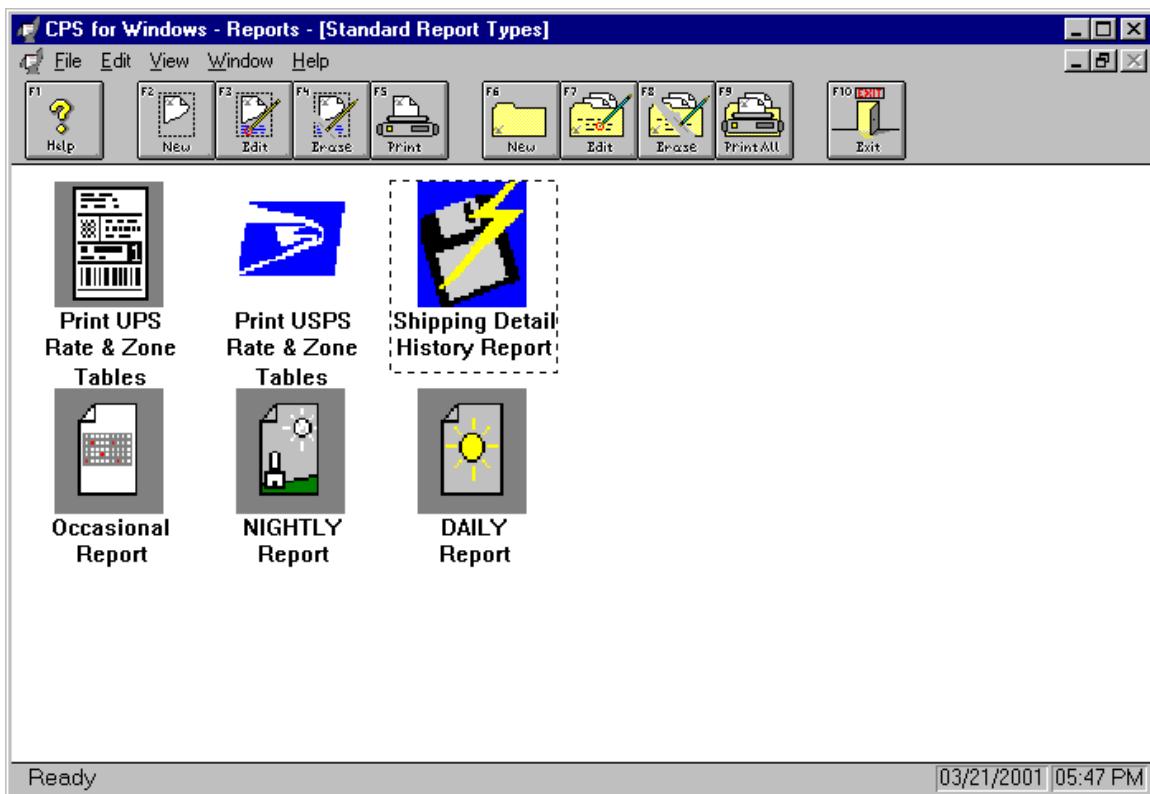
Click OK.



2. Locate the History Report icon.

Click Start → Programs → CPS for Windows → Reports.

Maximize the "Standard Reports" folder.



3. Run the report.

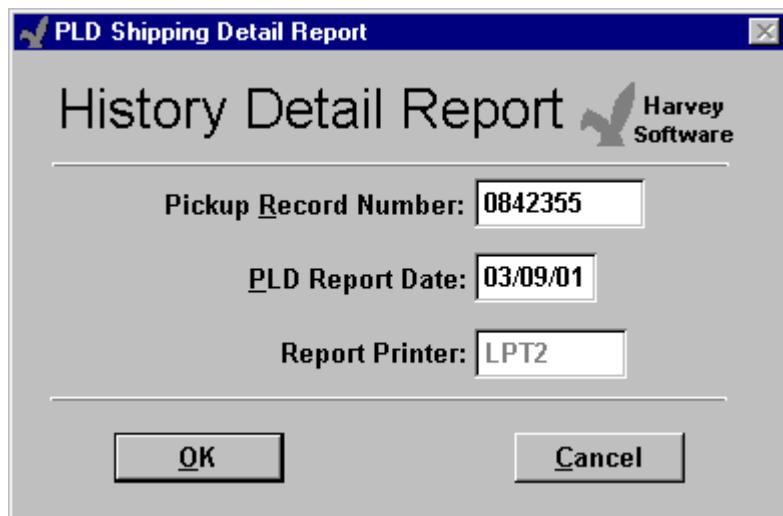
Double click the "Shipping Detail History Report" icon.

Input the pickup record number you noted in step 1, omitting the numbers after the decimal point.

Input the upload date.

Click OK.

Close Reports by clicking the x.



STANDARD REPORTS

The two reports shown here are standard and most shippers run them daily as part of their close out process.

Omni Ship Report

This report lists all of the shipments processed for a day, or a range of days.

Shipment Trans. No	Sh Job No	Sh Line Act.	Sh Item Number	Shipper Company Name	Company Name	Package Merchandise Description on 1	Date Shipped	Cart. Zip Code	UPS Zone	Quantity Shipped	No. Cons. Shipped	Total Shipping Weight	Shipping Charge
102169 OE	81342	1	884556 USGPO - BELKNAP BUSINESS FORMS	LOCKHEED MARTIN MICHAUD SP SYS	LOCKHEED MARTIN CHECK REQUEST	10-14-99 UPS	70129	6	5000	5	133	59.62	
102170 OE	81416	1	365000 DODGE GRAPHIC PRESS INC	DODGE GRAPHIC PRESS INC	1000 ENVELOPES FORMS FOR MTS EXP	10-14-99 UPS	13501		25400	21	625	0	
102171 OE	81641	1	884524 USGPO - BELKNAP BUSINESS FORMS	USGPO-RAPID RESPONSE CENTER	PREMIUM REFUND CHECK. CMC-004	10-14-99 UPS	210403	103	50	1	2	16.90	
102172 OE	81484	1	430750 FORMS IN A WINK	ROCHESTER CARPENTER FUND	LETTERHEAD	10-14-99 UPS	14624	2	8250	6	166	38.62	
102173 OE	81593	1	477250 GRAPHICS EXCHANGE	MARYLAND PROT ADMINISTRATION	MDA GATE PERMIT	10-14-99 UPS	21222		43200	27	648	0	
102174 MS				STERLING SUMMER INC	INV 81200	10-14-99 UPS	14150		1			0	
102175 MS	1			Belknap Business Forms, Inc.	STERLING SUMMER INC	INV 81200	10-14-99 UPS	14150	2	1	1	1	3.33
102176 MS	1			VSR CONTINUOUS INC	COSMETIC PRINTING	VSR ARTWORK	10-14-99 UPS	21220-4109	3	1	1	1	3.43
102177 MS	1			Belknap Business Forms, Inc.	BRODEN SUPHIN	MISC.	10-14-99 UPS	14227	2	1	1	1	3.33
102178 MS	1			Belknap Business Forms, Inc.	PIONEER BUSINESS FORMS INC	INV 81065	10-14-99 UPS	44092	2	1	1	1	3.33
102179 MS	1			Belknap Business Forms, Inc.	USGPO	PROOF 458-846/25147 458-847/25148	10-14-99 UPS	20401	1103	1	1	1	12.90
102180 MS	1			Belknap Business Forms, Inc.	PRECISION DATA PRODUCTS	PROOF 81649	10-14-99 UPS	07009	1103	1	1	1	12.90
102181 MS	1			Belknap Business Forms, Inc.	PERFECT FORMS & SYSTEMS	PROOF 81650	10-14-99 UPS	11787-2841	1103	1	1	1	12.90
										745178	444	11107	672.89

UPS Shipping Detail Report

The UPS shipping detail report lists all the UPS packages included in the day's shipping, including charges, service level, and any accessorial services applied.

S H I P P I N G D E T A I L R E P O R T											
Plantrol Systems, Ltd. 100 Bourne Street Westfield NY 14787											ACCOUNT NUMBER: NY 123-721
DATE SHIPPED: 02-25-2003											PICKUP RECORD NUMBER: 4452531 82 3
											PAGE: 2
00656369-002 BILL: SHIPPER REF 1: 229489	1Z4819050320877406 CARRIER: UPS REF 2:	Clampco Products Inc. 1743 Wall Road	Wadsworth OH 44281	2	28		6.91				6.91 (6.91)
00656369-002 BILL: SHIPPER REF 1: 229489	1Z4819050320877406 CARRIER: UPS REF 2:	Clampco Products Inc. 1743 Wall Road	Wadsworth OH 44281	2	28		6.91				6.91 (6.91)
00656369-003 BILL: SHIPPER REF 1: 229489	1Z4819050320877415 CARRIER: UPS REF 2:	Clampco Products Inc. 1743 Wall Road	Wadsworth OH 44281	2	28		6.91				6.91 (6.91)
00656369-003 BILL: SHIPPER REF 1: 229489	1Z4819050320877415 CARRIER: UPS REF 2:	Clampco Products Inc. 1743 Wall Road	Wadsworth OH 44281	2	28		6.91				6.91 (6.91)
00656369-004 BILL: SHIPPER REF 1: 229489	1Z4819050320877424 CARRIER: UPS REF 2:	Clampco Products Inc. 1743 Wall Road	Wadsworth OH 44281	2	25		6.46				6.46 (6.46)
00656369-004 BILL: SHIPPER REF 1: 229489	1Z4819050320877424 CARRIER: UPS REF 2:	Clampco Products Inc. 1743 Wall Road	Wadsworth OH 44281	2	25		6.46				6.46 (6.46)
00656400-001 BILL: SHIPPER REF 1: 229356	1Z4819050320877200 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-001 BILL: SHIPPER REF 1: 229356	1Z4819050320877200 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-001 BILL: SHIPPER REF 1: 229356	1Z4819050320877200 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-001 BILL: SHIPPER REF 1: 229356	1Z4819050320877200 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-001 BILL: SHIPPER REF 1: 229356	1Z4819050320877200 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-002 BILL: SHIPPER REF 1: 229356	1Z4819050320877219 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-002 BILL: SHIPPER REF 1: 229356	1Z4819050320877219 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)
00656400-002 BILL: SHIPPER REF 1: 229356	1Z4819050320877219 CARRIER: UPS REF 2:	BASSETT HEALTHCARE ATTN: PO#95137 26 GROVE ST	COOPERSTOWN NY 13326	4	26		8.24				8.24 (8.24)

Carrier Summary Page

Plantrol Systems, Ltd.
100 Bourne Street
Westfield NY 14787

CARRIER SUMMARY AND ACCESSORIAL LEGEND

ACCOUNT NUMBER: NY 123-721
PICKUP RECORD NUMBER: 4452531 82 3

DATE SHIPPED: 02-25-2003

PAGE: 8

Carrier	Shipments	Bill Weight	Shipping Charges	Shipping Cost	Total Charges	Total Cost
UPS	98	2423.000	715.53	715.53	727.78	727.78
TOTAL	98	2423.000	715.53	715.53	727.78	727.78

Accessorial List Legend

For All Carriers:
COD - Collect On Delivery
OS - Oversize

INS - Insurance

UPS Carrier Specific:
ADD - Additional Handling
AOD - Acknowledgement Of Delivery
DW - Dimensional Weight
OS2 - Oversize 2
SIG - Signature Required
1PU - 1 Try Pick-Up

ADS - Adult Signature Required
EXT - Int'l Extended Area
SAT - Saturday Delivery
SN - Shipper Notification
3PU - 3 Try Pick-Up

USPS Carrier Specific:
BAL - Balloon Rate
DC - Delivery Confirmation
RR - Return Receipt
SC - Signature Confirmation
SH - Special Handling

C - Certified
RD - Restricted Delivery
RRM - Return Receipt for Merchandise
SCW - Signature Confirmation w/Waiver of Signature

FedEx Ground Carrier Specific:
ADD - Additional Handling
CT - Call Tag

AOD - Acknowledgement Of Delivery
POD - AutoPOD

Declared Value Page

Plantrol Systems, Ltd.
100 Bourne Street
Westfield NY 14787

SHIPPING DETAIL DECLARED VALUE REPORT

ACCOUNT NUMBER: NY 123-721
PICKUP RECORD NUMBER: 4452531 82 3

DATE SHIPPED: 02-25-2003

PAGE: 9

INVOICE	DECLARED VALUE	CHARGE UNITS	CHARGES
00656525-001	300	2	0.70
00656525-001	300	2	0.70
00656525-001	300	2	0.70
00656525-001	300	2	0.70
00656525-001	300	2	0.70
00656526-001	400	3	1.05
00656526-001	400	3	1.05
00656526-001	400	3	1.05
00656526-001	400	3	1.05
00656526-001	400	3	1.05
00656527-001	300	2	0.70
00656527-001	300	2	0.70
00656527-001	300	2	0.70
00656527-001	300	2	0.70
TOTAL	5000	35	12.25

INQUIRIES

Omni Ship provides various ways to look up information. Depending on your needs, you may choose to use the Process Shipment window, the Shipment Look-up found on the Inquiry Menu, the inquiries found in your OE or FM systems or Harvey's Daily Entry window.

WHICH INQUIRY METHOD SHOULD I USE?	
If you need to know	Use this method
All the shipments made on a date	Shipment Look-up – by date
Tracking numbers for a shipment	Shipment Look-up from a PC, or OE or FM inquiry from a terminal
If a carton was sent for Saturday delivery	Shipment Look-up – Tracking tab
Shipment information for a carton sent today	Shipment Look-up
All the shipments made for a job	Shipment Look-up from a PC, or OE or FM inquiry from a terminal
Tracking information for a UPS shipment	Shipment Look-up, to find shipment number, Then reference section on Tracking

SHIPMENT LOOKUP

To use the Shipment Look-up, click the Inquiry Menu → Shipment Look-up. You can look up shipments by order or release number, ship date, or shipment number. The check boxes at the left allow you to filter the types of shipments you wish to view. Click on the various tabs to view different types of information about the shipment.

How to use

1. Input either the Order, Release, Ship Date, or Shipment Number
2. Click the check boxes for which statuses to include.
3. Click Find

BELKNAP OMNI SHIP - [Shipment Inquiry]

File Edit User Inquiries Reports Tools Window

Shipment Number Date Shipped, Shipment Number Status, Shipment Number

Find (F1) Next (F2) Change (F3) Add (F4) Delete (F5) Save (F9) Cancel (F11) Exit (F10)

Look-up	Shipment	Job or Release	Items	Package Summary	Packages	Missing Numbers																																																																																																			
Status to Include <input checked="" type="checkbox"/> Unprocessed <input checked="" type="checkbox"/> Processed <input checked="" type="checkbox"/> Updated	Order/Release <input checked="" type="radio"/> Order 79365 <input type="radio"/> Release <input type="button" value="Find"/>	Ship Date <input type="text"/> <input type="button" value="Find"/>	Shipment Number <input type="text"/> <input type="button" value="Find"/> <input type="button" value="Clear"/>																																																																																																						
<table border="1"> <thead> <tr> <th>Shipment Number</th> <th>Date Shipped</th> <th>Status</th> <th>Shipped To</th> <th>City</th> <th>State</th> <th>Postal Code</th> <th>No. of Cartons</th> <th>Charges</th> <th>Weight</th> <th>Shipped Via</th> </tr> </thead> <tbody> <tr> <td>▶ 100666</td> <td>9/7/99</td> <td>Updated</td> <td>WILLSON INTERNATIONAL INC</td> <td>TONAWANDA</td> <td>NY</td> <td>14150</td> <td>7</td> <td>\$27.93</td> <td>70</td> <td>UPS Ground</td> </tr> <tr> <td>100680</td> <td>9/7/99</td> <td>Updated</td> <td>WILLSON INTERNATIONAL INC</td> <td>TONAWANDA</td> <td>NY</td> <td>14150</td> <td>4</td> <td>\$15.96</td> <td>40</td> <td>UPS Ground</td> </tr> <tr> <td>100899</td> <td>10/11/99</td> <td>Unprocessed</td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>\$0.00</td> <td>0</td> <td>UPS Ground</td> </tr> <tr> <td>100907</td> <td>10/11/99</td> <td>Updated</td> <td>WALLINGFORD PRINTING</td> <td>WALLINGFORD</td> <td>CT</td> <td>06492</td> <td>6</td> <td>\$58.26</td> <td>90</td> <td>UPH 3 Day Select</td> </tr> <tr> <td>100908</td> <td>10/11/99</td> <td>Unprocessed</td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>\$0.00</td> <td>0</td> <td>UPS Ground</td> </tr> <tr> <td>100910</td> <td>11/24/99</td> <td>Processed</td> <td>WILLSON INTERNATIONAL INC</td> <td>TONAWANDA</td> <td>NY</td> <td>14150</td> <td>1</td> <td>\$21.75</td> <td>10</td> <td>FEX Standard Overnight</td> </tr> <tr> <td>100911</td> <td>11/24/99</td> <td>Updated</td> <td>WILLSON INTERNATIONAL INC</td> <td>TONAWANDA</td> <td>NY</td> <td>14150</td> <td>4</td> <td>\$115.00</td> <td>55</td> <td>FEX Priority Overnight</td> </tr> <tr> <td>100912</td> <td>10/11/99</td> <td>Updated</td> <td>WILLSON INTERNATIONAL INC</td> <td>TONAWANDA</td> <td>NY</td> <td>14150</td> <td>2</td> <td>\$0.00</td> <td>30</td> <td>New Penn</td> </tr> </tbody> </table>							Shipment Number	Date Shipped	Status	Shipped To	City	State	Postal Code	No. of Cartons	Charges	Weight	Shipped Via	▶ 100666	9/7/99	Updated	WILLSON INTERNATIONAL INC	TONAWANDA	NY	14150	7	\$27.93	70	UPS Ground	100680	9/7/99	Updated	WILLSON INTERNATIONAL INC	TONAWANDA	NY	14150	4	\$15.96	40	UPS Ground	100899	10/11/99	Unprocessed					0	\$0.00	0	UPS Ground	100907	10/11/99	Updated	WALLINGFORD PRINTING	WALLINGFORD	CT	06492	6	\$58.26	90	UPH 3 Day Select	100908	10/11/99	Unprocessed					0	\$0.00	0	UPS Ground	100910	11/24/99	Processed	WILLSON INTERNATIONAL INC	TONAWANDA	NY	14150	1	\$21.75	10	FEX Standard Overnight	100911	11/24/99	Updated	WILLSON INTERNATIONAL INC	TONAWANDA	NY	14150	4	\$115.00	55	FEX Priority Overnight	100912	10/11/99	Updated	WILLSON INTERNATIONAL INC	TONAWANDA	NY	14150	2	\$0.00	30	New Penn
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CAPS NUM INS

NOTE: IN the example above, Job number 79365 has been inputted in the Job Number field. All shipments for this job are displayed. To view a specific shipment, click in the record selector row at the left of the shipment, or enter the number in the shipment number field.

Shipment detail information

ALLIED OMNI SHIP

File Edit User Inquiries Reports Tools Window

Shipment Number
 Date Shipped, Shipment Number
 Status, Shipment Number
 Find (F1)
 Next (F2)
 Change (F3)
 Add (F4)
 Delete (F6)
 Save (F9)
 Cancel (F11)
 Exit (F10)

Shipment Inquiry

Look-up	Shipment	Job or Release	Items	Package Summary	Tracking	Missing Numbers	
Shipment Number 300478	Date Shipped 12-28-99	Co. Name ** GENERAL DYNAMICS/ELEC BOAT	Ship To Address				
Freight Terms (P/C/A) A PPD/Add	Status Processed	Attention MARY	Street Addr C/O ALLIED WAREHOUSE				
Billing Option Shipper Billing Account Number RI 021-231	UPS Zone 4	Line 2 30 MARTIN STREET EAST	Line 3				
Total Carrier charges 29.95	Total Weight 100	City, St, Zip CUMBERLAND RI 02864	Country UNITED STATES	Tax Area 1			
Number of Packages 5		Shipped Via & Service Level UPS Ground					
Ship From Address ALLIED BUSINESS DOCUMENTS 333 BUCKLIN STREET PROVIDENCE RI 02907				Saturday Delivery Saturday Pickup Ship Notification Call Tag			
Shipping Instructions				F.O.B. P Plant	Inside Delivery N	Shipped by Name DEANNEW	DEAN
Viewing		12/28/99 1:12:54 PM		12/28/99 1:13:47 PM		dean	Record: 207
						CAPS NUM	INS

ALLIED OMNI SHIP

File Edit User Inquiries Reports Tools Window

Shipment Number
 Date Shipped, Shipment Number
 Status, Shipment Number
 Find (F1)
 Next (F2)
 Change (F3)
 Add (F4)
 Delete (F6)
 Save (F9)
 Cancel (F11)
 Exit (F10)

Shipment Inquiry

Look-up	Shipment	Job or Release	Items	Package Summary	Tracking	Missing Numbers								
Shipment No. 300478	Job Type OE	Job or Release 184419	Job No. Suffix 1	Line Item Seq. No. 1 1	Shipment Pkg. No. 1 20	Weight 300	Carton Quantity 1Z1237210310020076	Package Tracking Number 1Z1237210310020076	First Number 5.99	Last Number	Missing Nos.	Package Charges 5.99	Dim. Lgth	Dim. Width
300478	OE	184419	1	1 1	2 20	300	1Z1237210310020076					5.99		
300478	OE	184419	1	1 1	3 20	300	1Z1237210310020076					5.99		
300478	OE	184419	1	1 1	4 20	300	1Z1237210310020076					5.99		
300478	OE	184419	1	1 1	5 20	300	1Z1237210310020076					5.99		

Viewing

12/28/99 1:12:54 PM

12/28/99 1:13:47 PM

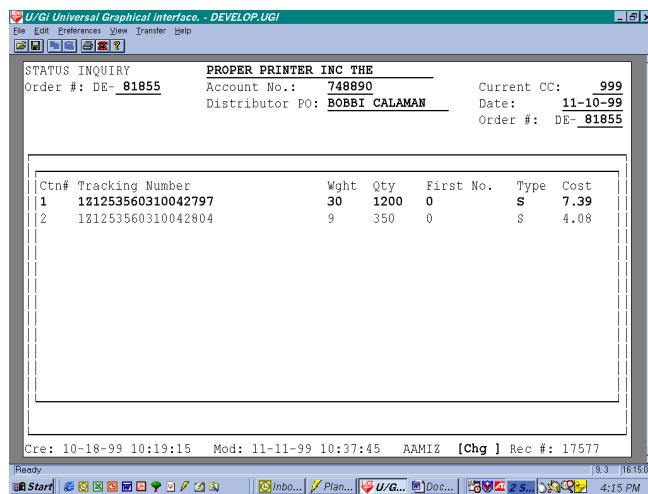
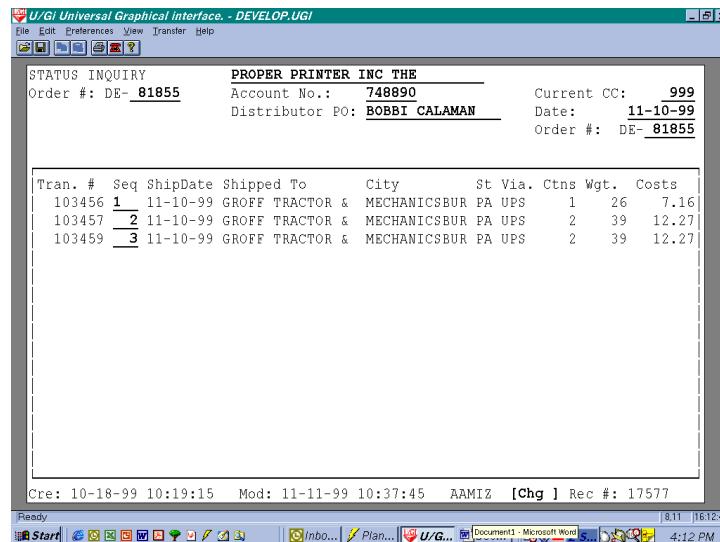
dean

Record: 207

CAPS NUM INS

OE AND FM INQUIRIES

Standard shipment inquiries are available for your OE or FM systems. These are look-ups by Order or Release number and are designed for the use of Customer Service representatives.



CPS DAILY ENTRY LOOK-UP

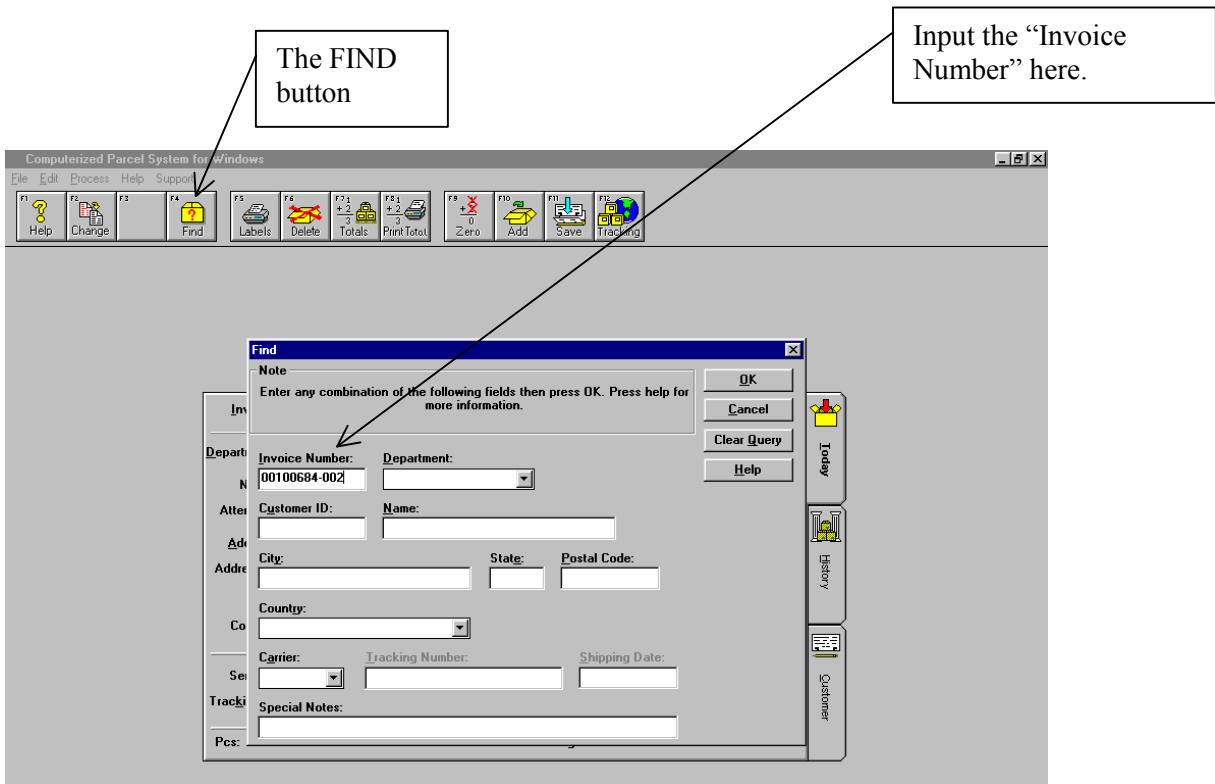
Remember that only shipments that use the CPS interface to look up rates will be found in the CPS system. It should not be necessary to look up information directly in the CPS system except when trouble shooting a problem.

1. To work in CPS directly, close the “process shipments” window, and click on CPS on the tool bar to open the “Daily Entry” window.
2. You must be in FIND mode. If in ADD mode, click CANCEL (F12) until FIND is displayed.
3. Click on the “History” tab to find past shipments, or the “Today” tab to find shipments not yet moved to history. Click the FIND button on the tool bar, input the “Invoice Number” and click OK. You can find a specific carton number, or find the shipment and then use the arrow keys to page through all the cartons in the shipment. Use the conversion table below to determine the CPS “invoice number” you need.

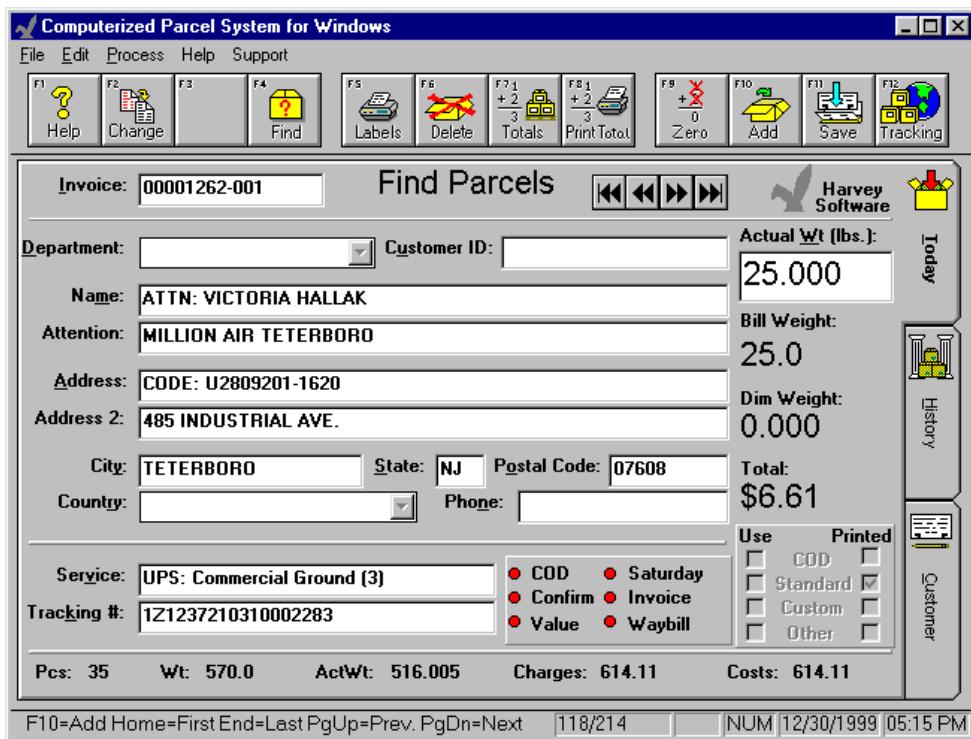
CPS uses “Invoice Numbers” to identify the cartons. The Omniship numbers relate to the CPS numbers as shown below.

Conversion Table

OMNI SHIP		CPS
Shipment Number	Carton number	Invoice number
100105	1	00100105-001



Shipment 001262, carton 1 is displayed below.



RATE SHOPPING

Need a quick comparison of rates for a package? The BestWay Calculator can be used to compare rates for UPS, FXG, Federal Express, and US Postal Service with a couple of clicks. Various service levels and additional services can be compared. Of course, any special rate agreements you may have will not be taken into account.

There are two ways to access the BestWay Calculator: from the Items tab to rate a package on an existing shipment, or in a stand-alone mode. Examples are shown here.

CAUTION! Rate shopping is based on single cartons. If you select UPH, the total shipment must be above the minimum weight for UPS Hundredweight service to receive the estimated rate.

HOW TO USE RATE SHOPPING

There are two ways to rate shop.

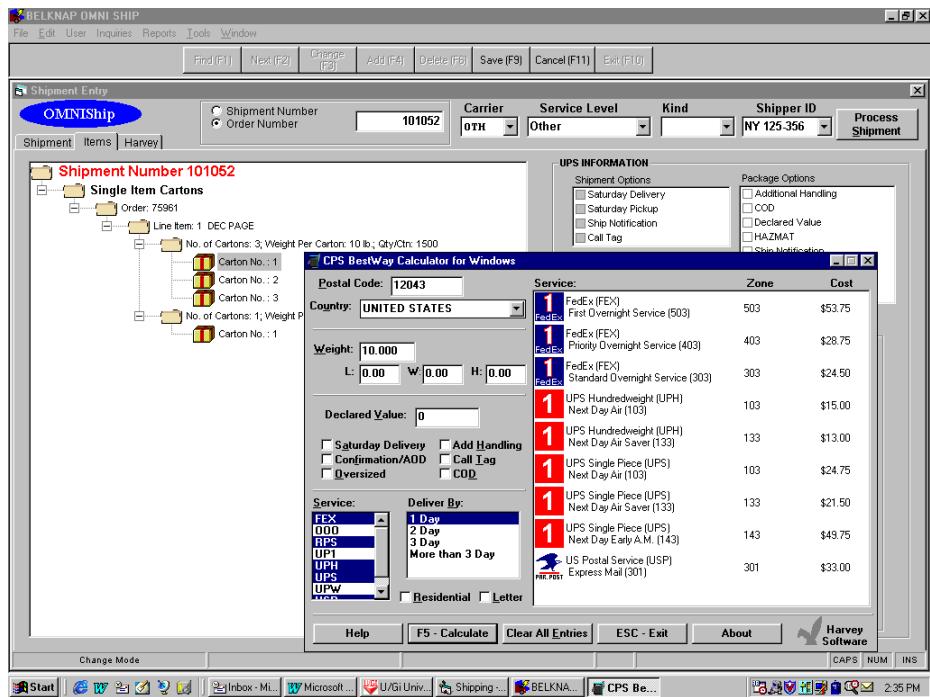
Rate Shop for an existing shipment

1. Click the ITEMS tab.
2. Click on the carton you want to rate shop
3. Click on the Rate Shop button.

The BestWay Calculator will open, and the selected package's weight and destination zip code will be imported.

4. Click on the desired Service (or carrier) and Deliver By (time frame) to narrow your choices.
5. Use the buttons at the bottom to navigate.

NOTE: In the example below, all the next day delivery options have been displayed for carton no.1 of this shipment.

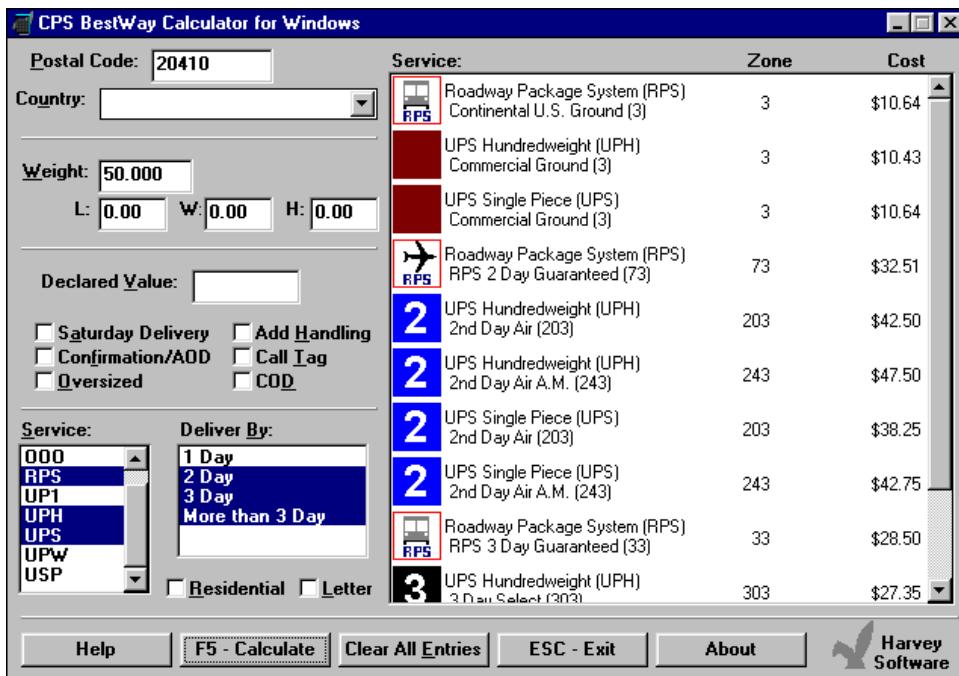


Rate Shop Independently

The BestWay Calculator can also be accessed directly by:

1. Selecting Start → Programs → CPS for Windows → BestWay Calculator.
2. Input the zip code and package weight, and select the Services and Delivery By times you want to compare.

NOTE: In the example below is a comparison of RPS and UPS rates for a 50 lb. Package to zip code 20410, where a service time of two or more days is acceptable



HOW TO CREATE A SHORTCUT ON YOUR DESKTOP

You can create a shortcut to the BestWay Calculator on your desktop. To do this follow the steps below.

1. Click on Start → Programs → CPS for Windows.

2. Right click on “BestWay Calculator”

3. Select “Create shortcut.”

A new copy of the icon will appear at the bottom of the program list.

4. Click this icon to select it.

5. Hold the left mouse button down as you drag the icon to your desktop.

You can double click this copy of the icon to run the Rate Shopping program.



BestWay Calculator

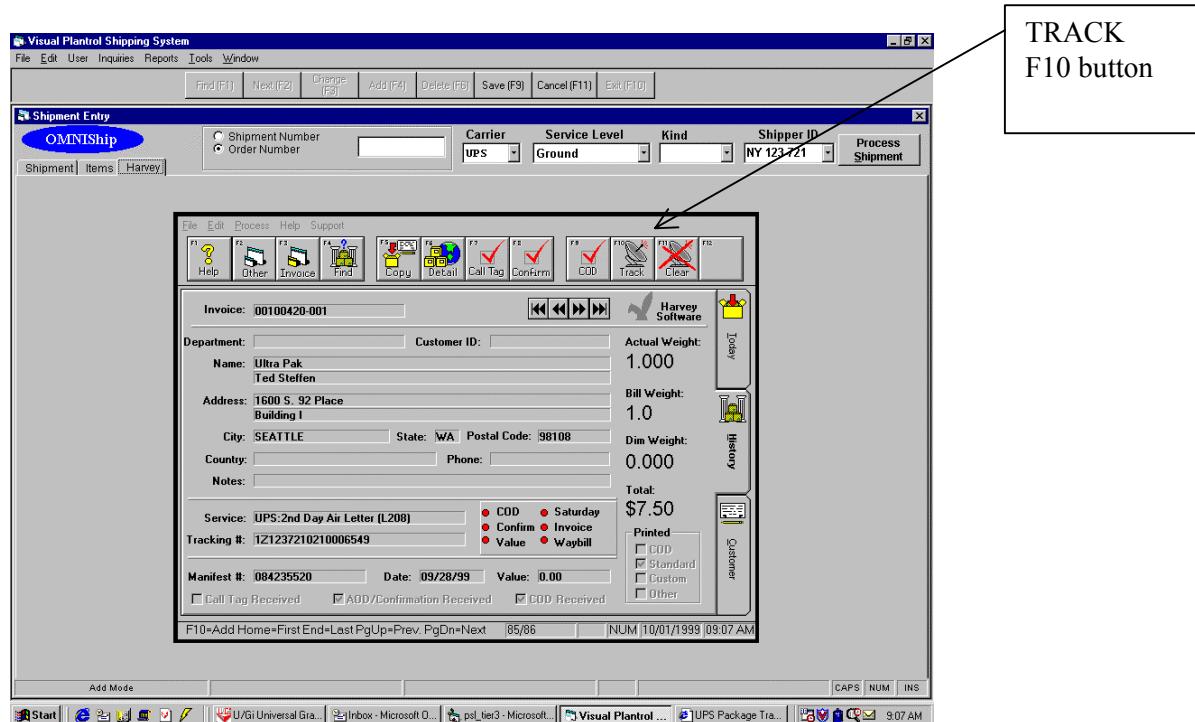
TRACKING

Shipments can be tracked using the carrier's tracking number. Most carriers offer tracking via phone or web sites. UPS shipments may be tracked directly through Harvey if you have an Internet connection.

HOW TO TRACK UPS SHIPMENTS THROUGH CPS

To track UPS shipments through Harvey follow the steps below. You must have an open Internet connection. The same process may be used for FEX and FXG shipments.

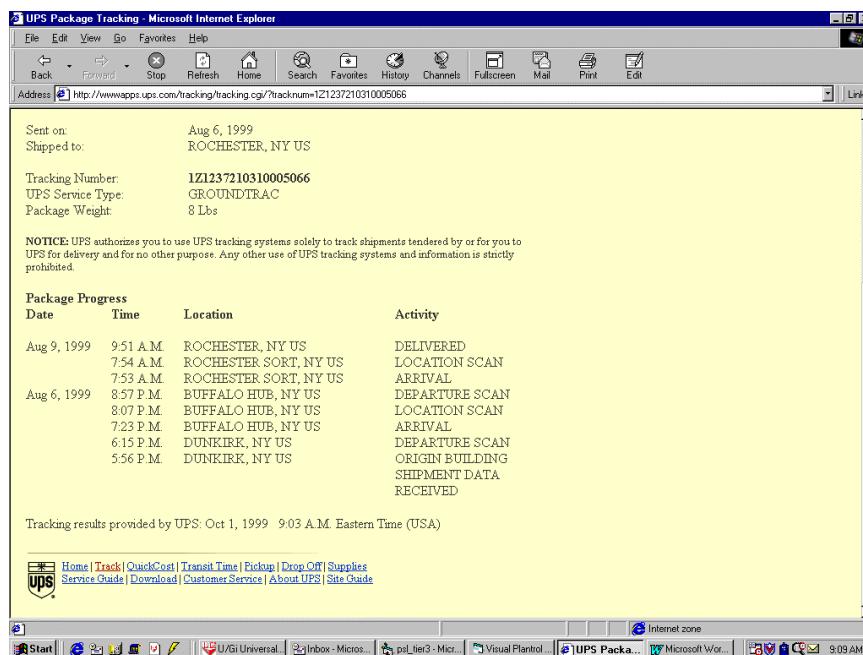
1. To work in CPS directly, close the "process shipments" window, and click on CPS on the tool bar to open the "Daily Entry" window.
2. You must be in FIND mode. If in ADD mode, click CANCEL (F 12) until FIND is displayed.
3. Click on the "History" tab. Click the FIND button on the tool bar, input the "Invoice Number" and click OK. You can find a specific carton number, or find the shipment number and then use the arrow keys to page through all the cartons in the shipment. Use the conversion table in Section 10.3 to determine the CPS "invoice number" you need.
4. When the carton you wish to track is shown, click TRACK (F10).



5. Your package tracking number is now displayed on the CPS Ship eLert website.
6. Click the TRACK button.



7. UPS tracking information is displayed, and can be printed using your web browser.



SYSTEM MAINTENANCE

CHECK SYSTEM FILES

At the end of each period, it is important to check the use of the system files to be sure none are reaching a critical size. If the percent used exceeds 85% on any file, consider purging the file, or contact Plantrol support if the file needs to be expanded. The exception to this is the ARGLB file, which will always be at 100%. Files must also be “optimized” to maintain optimal response time.

- From the UBL SH system, select 10 - System Manager Menu, then 10 – File Utilization Analysis.
- Be sure all users are out of the Accounts Receivable system before starting the next process.
- Still in the System Manager Menu, select 11 – Index File Optimization. Select all files, and answer “Y” to “Proceed?”

HOW TO ADD OR DELETE A CARRIER

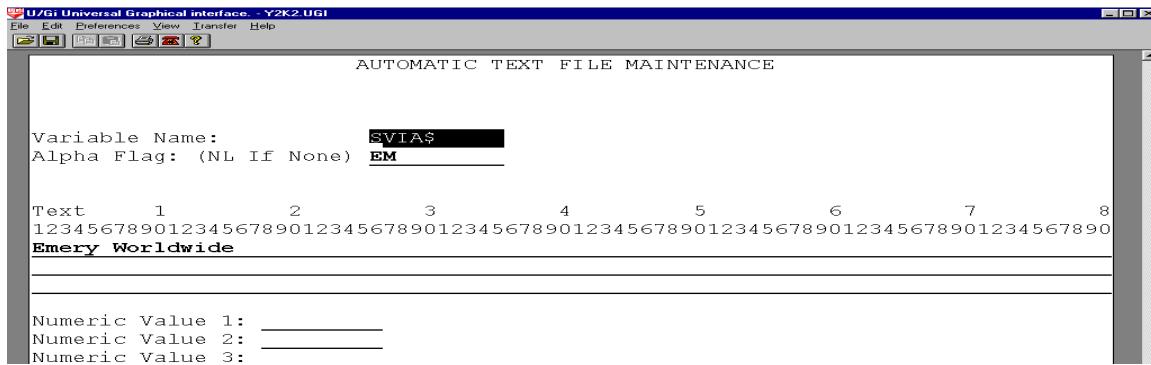
You can change your carrier choices at any time. If the carrier will not have rates calculated by the CPS system – for example, an LTL carrier or local delivery service – the carrier just needs to be added or deleted from the list of names Omni Ship recognizes by following the steps below.

If CPS will calculate rates for the new carrier, setup steps must be also performed in CPS. This only needs to be done if the carrier was not set up during the original installation. Contact Plantrol support for assistance if this is needed.

In order for UPS functionality to work correctly, the carriers “UPS”, “UPH”, and “UPW” must be in your list of choices, “UPS”, “UPH”, and “UPW” must also appear on both the 1st and 2nd lines of the text field. DO NOT DELETE THESE! The three letter codes for FEX, FXG, USP, and SPD must also appear in the same way if these carriers are used.

1. In your UBL system, at the SH system manager menu, choose “Data Dict - STDFM”. (Or – at a Unix prompt, type “GOTO SH”, and then at the prompt type “Run “DDSTDFM”
2. Select item “8 – AutoText File Maintenance.”
3. FIND variable name “SVIA\$.” You can FIND NEXT through your current list of carrier choices.
4. With one of the current choices on the screen, press Shift ADD to create a new record. (To delete the carrier, press the DELETE key.)

5. If adding a carrier, use the ENTER key to move the cursor to the “Alpha Flag” field, and input the new carrier code. This will be what the user inputs or selects to identify the carrier. *If the carrier will be used by the CPS system, the code must be the same three letters that CPS uses in its list of carrier choices, and the three-letter code must also appear on line 2.*
6. Use the ENTER key to move the cursor to the “Text” field. Input the carrier



name.

7. Press the STOP key to end.

The new carrier will now appear on your list of choices.

If the carrier also needs to be setup within CPS, use the Harvey setup program on all PC's. Contact Plantrol support for assistance if needed.

HANDLING CHARGES

You can add per-carton and/or per-shipment handling charges to the carrier's fee if you choose.

Handling charges for UPS are maintained in the SH system global file, as shown below.

GLOBAL FILE MAINTENANCE

Company Number: 1 Company Name Plantrol Systems LTD

Last Transaction Number Used: 107756

System Interfaces

OE Y

FM N

TX N

Last Batch Number Used:

Last Job Number Used:

IKEY: 1

Return Address: Plantrol System LTD
100 Bourne Street

Westfield NY 14787

- UPS Service Charges -

Per Carton : 0.20

DCR per Carton: 1.00

COD per Carton: 1.00

Per Shipment : 0.75

UPS Account # : NY 123-456

Current Ship Date: 9- 6-02

Cre: 2- 5-96 10:16:59 Mod: 9- 6-02 10:47:42 frank [Chg] Rec #: 1 013

- DCR per Carton = handling charge for delivery confirmation
- COD per Carton = handling charge for COD

Handling charges for other carriers are maintained in the auto text file for the specific carrier and can be added or edited at any time by following the procedure below.

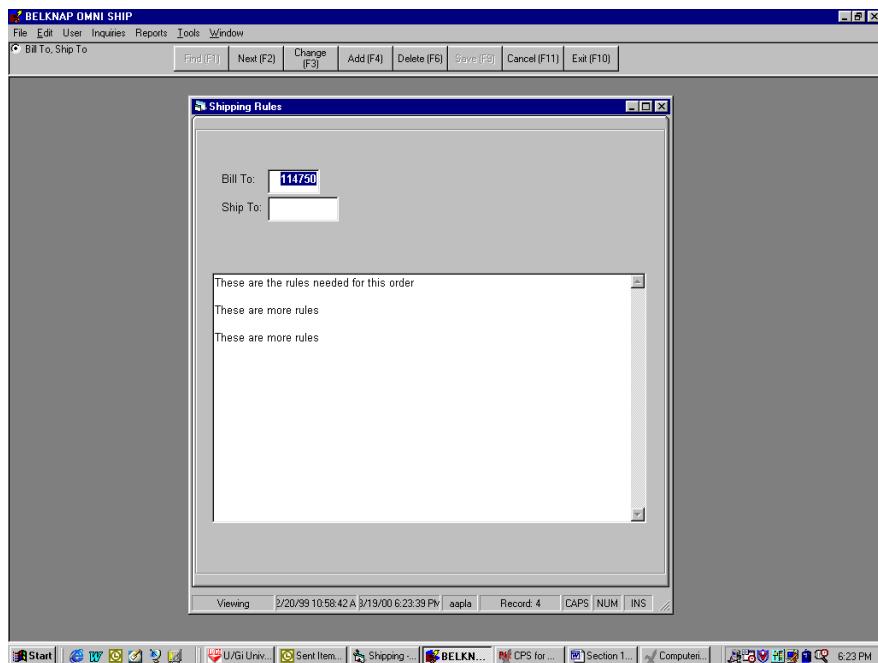
1. In your UBL system, at the SH system manager menu, choose "Data Dict - STDFM". (Or - at a Unix prompt, type "GOTO SH", and then at the prompt type "Run "DDSTDFM")
2. Select item "8 - AutoText File Maintenance."
3. FIND variable name "SVIA\$", and the alpha flag of the carrier you want to add charges to.
4. Use the CHANGE key to add or change the values in Numeric Value 3 (package charge) and/or Numeric Value 4 (shipment charge.)
5. Press the STOP key to end.

AUTOMATIC TEXT FILE MAINTENANCE								
Variable Name:	<u>SVIAS\$</u>							
Alpha Flag: (NL If None)	<u>FXG</u>							
Text	1	2	3	4	5	6	7	8
12345678901234567890123456789012345678901234567890123456789012345678901234567890								
<u>FXG</u>								
<hr/>								
<hr/>								
<hr/>								
Numeric Value 1:	<u> </u>		T4010\$:	<u> </u>				
Numeric Value 2:	<u> </u>		T5012\$:	<u> </u>				
Numeric Value 3:	<u>15</u>		T621\$:	<u> </u>	T631\$:	<u> </u>	T641\$:	<u> </u>
Numeric Value 4:	<u>50</u>							
Cre:	9-29-07 23:08:35		Mod:	9-29-07 26:20:44		AAPAK	[<u>Chg</u>]	Rec #: 7 002

- Numeric Value 3 = Amount to Add per Carton to Shipping Costs
- Numeric Value 4 = Amount to Add per Shipment to Shipping Costs NOTE: On shipments of multiple jobs, this amount will be added to the cost of the first job entered.
- These values are measured in cents. In the above example, Numeric Value 3 = \$.15

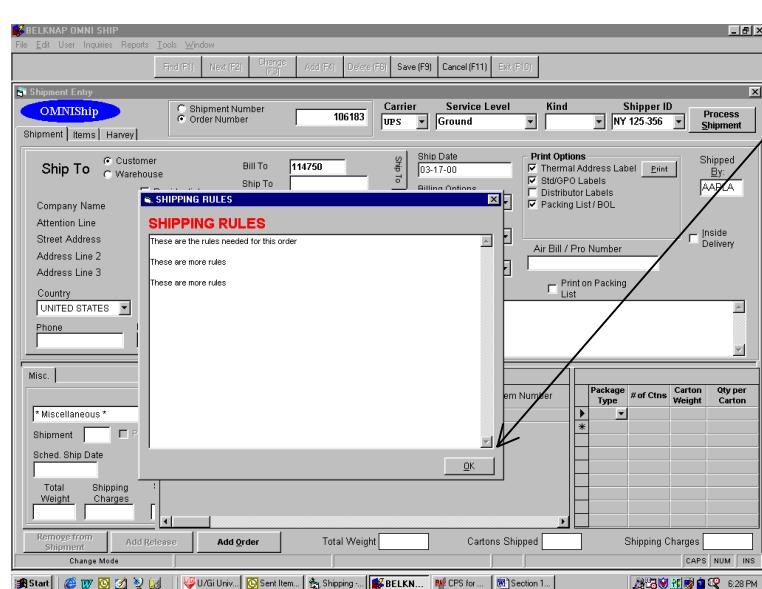
MAINTAINING THE SHIPPING RULES FILE

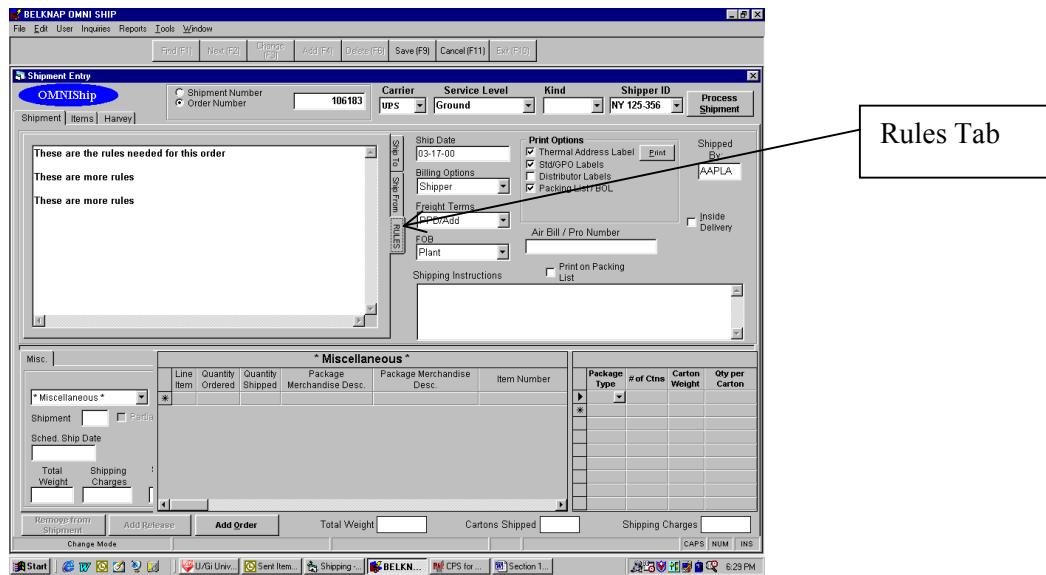
The Shipping Rules file allows you to set shipping requirements for each account, as shown below. Access the shipping rules file from the User menu. Use the Tool Bar function keys to FIND, FIND NEXT, CHANGE, ADD, DELETE, SAVE or CANCEL. Once you have made an entry for an account number, the Shipping Rules will pop up each time you ship an order for that account. The user must click OK to remove the rules from view. The rules are still accessible by clicking the “shipping rules” tab.



Rules have been set for account number 114750, as shown above.

The rules pop up when a shipment is entered for this account as shown below.
Click OK to see the rules tab.





UPDATING THE SOFTWARE

Both Harvey and Plantrol continue to develop their software as needs arise. As part of your support agreement, you will receive the current version of CPS on CD once a year or whenever carrier rates have changed. Plantrol will provide a new version of Omni whenever significant enhancements have occurred. Procedures to install these updates follow.

How To Install Harvey CPS and Rate Updates

Carrier rates included in Omni are part of the Harvey CPS component of Omni Ship. A CD will be sent to you if rates have changed, or as part of your annual update. Instructions will be sent with the CD; additional information may be communicated directly from Plantrol, if needed. Enhancements, if available may be installed between annual upgrades, by retrieving the new version from the Harvey support website at <http://www.hsilink.com>. You will need your Harvey support serial number to log on.

Install the update when you have completed your day's shipping. Best results are seen if the CPS daily file is empty.

Make a backup of your current CPS daily file. (C:\CPSW\cps.dbf)

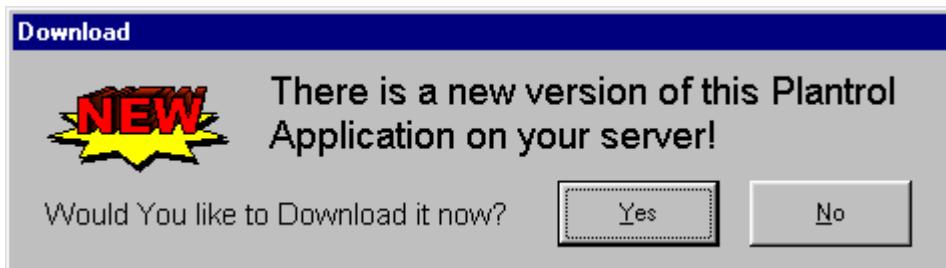
Close Omni and all other programs on all connected shipping PC's.

Follow the provided instructions to install the upgrade on the master PC first, followed by the slave PC's.

If you have "custom carriers" set up in CPS, you must update these rates separately.

How to Install Omni Upgrades

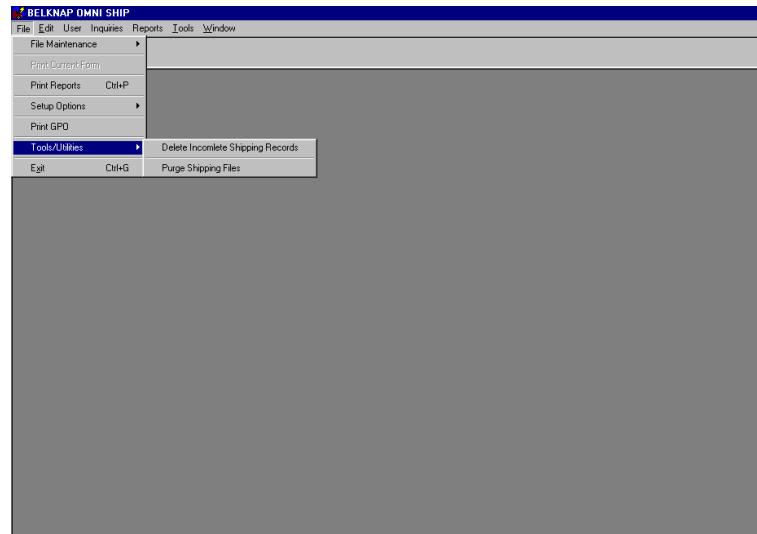
If a new version of Omni has been provided to you, it will be installed on your server by Plantrol support and you will be notified by phone, fax or email. The next time you open Omni on a shipping PC, you will see the message below.



To download the new version, click “Yes”. To keep working and download later, click “No.” Since each PC has its own copy of the Omni software, each PC can decide when to install the new version.

SYSTEM UTILITIES

System Utilities are provided to delete historic shipping records. Access these programs by clicking on File → “Tools/Utilities. Also included in this section is information on the “Shipping Rules” file.

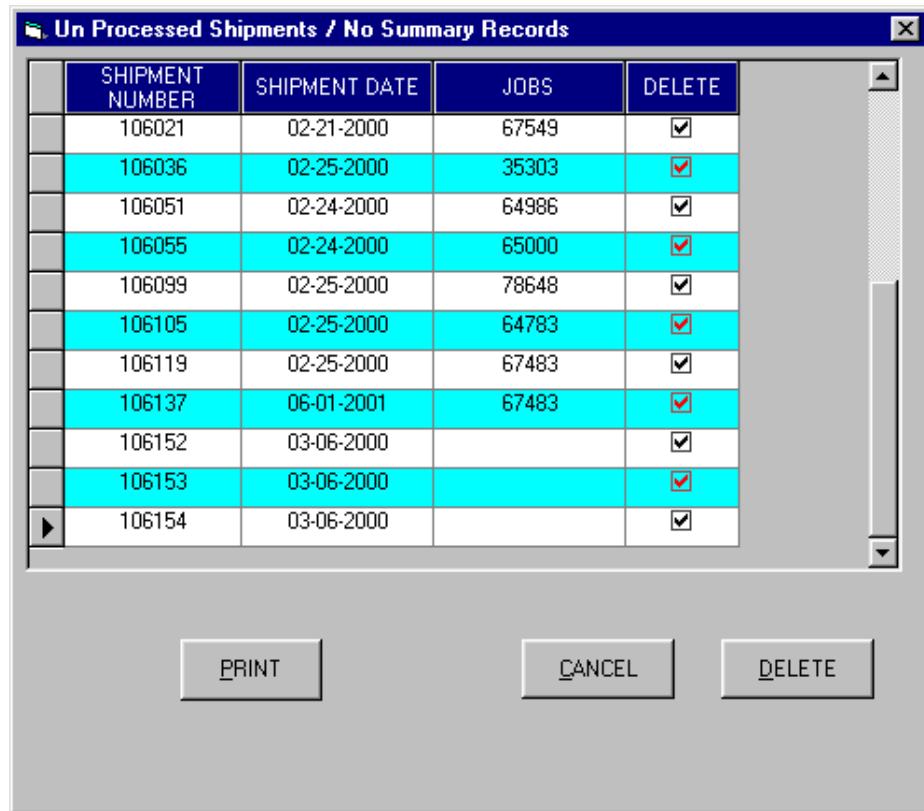


Deleting Incomplete Shipments

“Incomplete shipments” are usually records created when a shipment is partially entered and then aborted without having been properly deleted. This utility provides a way to delete shipment records where no package or package summary information was ever entered. It is recommended that this program be run on an occasional basis to clean out these “leftovers”.

To Delete Incomplete Shipments, follow the steps below:

1. Select “Delete Incomplete Shipping Records” from the File – Tools/Utilities Menu.
2. Shipments are displayed which have no package or package summary files.
3. Before clicking the DELETE button, click to uncheck any shipments you do NOT want to delete.
4. To print the list, click the PRINT button. At the “print preview” window, click the Printer Icon or File – Print. Close the “print preview” window.
5. Click the DELETE button to delete the checked shipments
6. Click OK when you see the “Deletion Complete” message box.

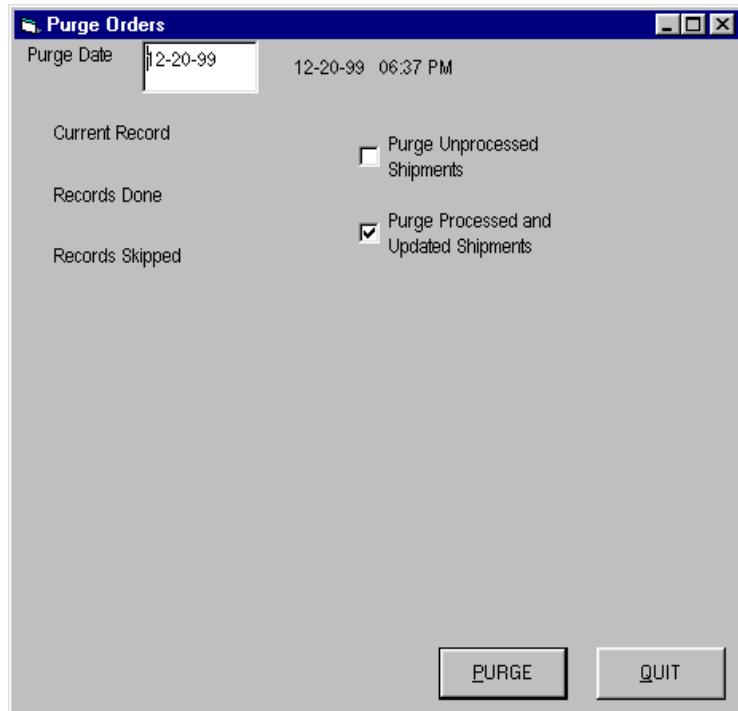


Purging the Files

The Omni SH system files and the Harvey CPS history file can be purged using the utilities provided. We recommend that you make purging the files a routine monthly process. Having large files will slow down some processes and inquiries.

To Purge The Omni Files follow the steps below:

1. Select File – Tools/Utilities – Purge Shipping Files
2. Select the purge date
The default is set to keep a minimum of three months of processed and updated shipments. You may change the date to keep more history if you wish. You can also choose to purge Unprocessed Shipments. (Remember that shipments that are entered and have had labels created, but are not yet shipped are “Unprocessed”.)
3. Click PURGE.
4. Click OK when you see the Purge Complete box.
5. Click QUIT.
6. After purging, optimize SH system files. On the SH system manager menu, select option 2.

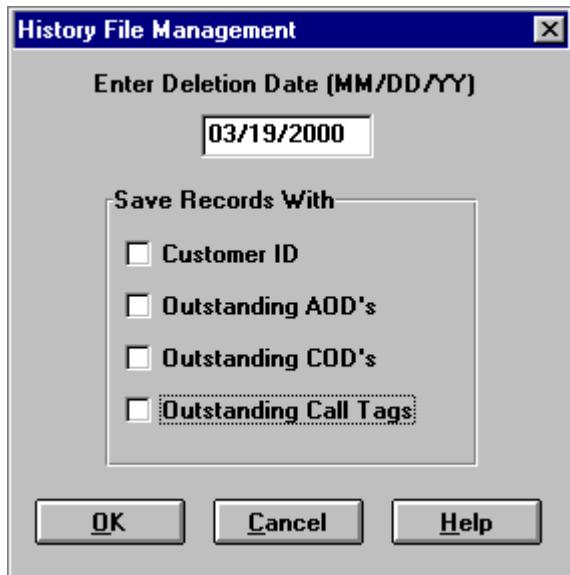


To Purge The Harvey CPS History File follow the steps below:

1. Close Omni on all stations
2. On the master PC click Start → Programs → CPS for Windows → Tools.



3. Click F8 – History.

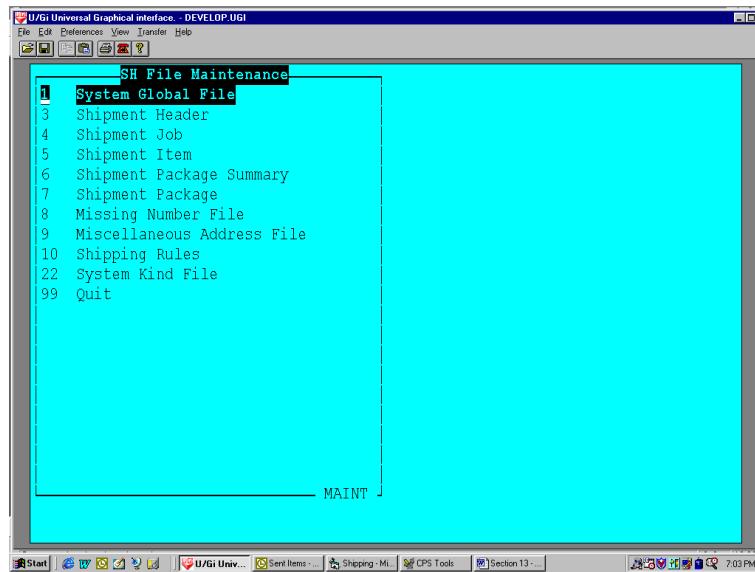


8. Input the purge date. BE CAREFUL! The default date will purge all history records!
9. Click OK.
10. Click OK when you see the “Delete from history file complete!” box.
11. Click EXIT.

SYSTEM FILES AND CODES

Behind the scenes, Omni Ship has files and codes to organize the data and simplify processing. Here is an overview of these to assist the system manager with troubleshooting problems.

To access these files in your UBL system, at the SH system manager menu, choose, "Standard File Maintenance". Or, at a Unix prompt, type GOTO SH, and then at the prompt type Run "STDFM".



File Structure

FILE NAME	DESCRIPTION
GLOBAL FILE	System parameters, interfaces, UPS handling fees
SHIPMENT HEADER	Information that pertains to the entire shipment
SHIPMENT JOB	Information that pertains to the entire order or release
SHIPMENT ITEM	Information pertaining only to the specific line item on the order or release
SHIPMENT PACKAGE SUMMARY	A package summary record is created for each group of identical packages
SHIPMENT PACKAGE	A record is created for each individual package
MISSING NUMBER FILE	Contains the missing number info entered at shipping
MISCELLANEOUS ADDRESS FILE	Not currently used or supported
SHIPPING RULES	Rules set up by the user for specific accounts (see section 13.32)
SYSTEM KIND FILE	Maintained only by Plantrol

Service Level Codes

Carrier = UPS

Next Day Air	1
2 nd Day Air	2
Ground	3
2 nd Day Air A.M.	7
3 rd Day Select	12
Next Day Air Saver	13
Next Day Air Early AM	15

Carrier = UPH

Next Day Air	1
2 nd Day Air	2
Ground	3
2 nd Day Air A.M.	7
3 rd Day Select	12
Next Day Air Saver	13

Carrier = FXG

US Ground	44
Hawaii Ground	44
Hawaii Ground Outer Islands	44
Alaska Ground	44
Alaska Rural Ground	44
Canada Ground	44

Carrier = FedEx

Priority Overnight	1
2 nd Day Service	2
Express Saver Service	8
Standard overnight	13
First Overnight	15

Carrier = UPW

Express	66
Express Plus	54
Expedited	67
Standard (Canada only)	68

Billing Option Codes

Carrier = UPS or UPH

Shipper	1
Receiver	2
Third Party	3
Consignee	C
American Express	4
Master Card	5
Visa	6
Check	7

Carrier = FXG

Shipper	1
Receiver	4
Third Party	3
Collect	2

Carrier = FEX

Sender	1
Recipient	2
Third Party	3
Credit Card	4
Cash/Check	5

Status Codes

Shipment Header File

Unprocessed	0
Non Harvey Processed	1
Harvey Processed	2
Processed & Updated	3

UPS FUEL SURCHARGE INSTRUCTIONS (OPTION)

UPS added a 1.25% fuel surcharge to shipping charges effective 8/7/00. Plantrol offers a program called RateChg, which adds the surcharge to the UPS rates.

RateChg allows you to create a new rate schedule based on whatever percentage you enter. RateChg does not change the Published Rates file. It uses existing CPS functionality to add the surcharge percentage to the shipping cost. This process involves the following steps:

1. Back-up current files.
2. Check current rates.
3. Run the RateChg program.
4. Modify the AutoText file.
5. Rebuild the indexes and check new rates.
6. Process shipments, reconcile and update, as usual.

1. Back-up Current Files

1. Before making any changes, back-up the published rates files (UPSZP.DBF & UPWZP.DBF). Make sure that OmniShip and CPS are closed and do the following:
 2. Double-click the My Computer icon on your desktop.
 3. Navigate to C:\cpsw.
 4. Right-click the **UPSZP.DBF** file and select Copy.
 5. Right-click in the white area of the same window and select Paste. A file named **Copy of UPSZP.DBF** appears.
 6. Right-click the **Copy of UPSZP.DBF** file and select Rename.
 7. Change the name to **origUPSZP.DBF**.
 8. Repeat steps 3-6 for the **UPWZP.DBF** file to create the **origUPWZP.DBF** file.

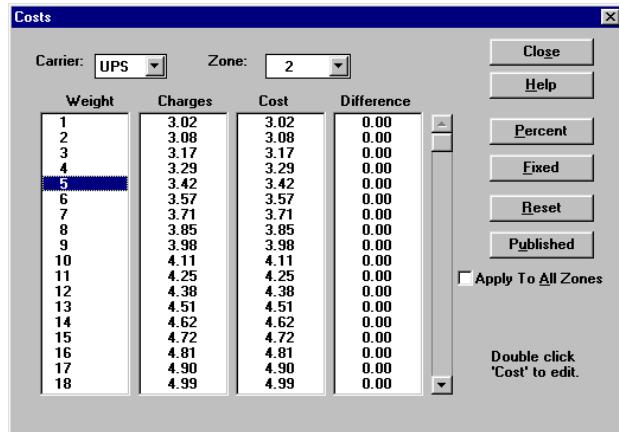
A Note Regarding Upgrades:

Before installing any upgrade involving a rate change, it is important that you convert the rate changer back to 0. After installing the upgrade, re-enter the fuel surcharge adjustment.

2. Check Current Rates

It's a good idea to see what the current rates are so that when you create the new rate schedule, you can be sure the change was correct. To check the current rates:

1. Launch the CPS Tools program by opening Start → Programs → CPS for Windows → Tools.
2. Select Edit → Costs. The following rates appear:



The screenshot shows a Windows application window titled "Costs". At the top, there are dropdown menus for "Carrier" (set to "UPS") and "Zone" (set to "2"). To the right of the zone dropdown are buttons for "Close", "Help", "Percent", "Fixed", "Reset", and "Published". Below these buttons is a checkbox labeled "Apply To All Zones" and a note "Double click 'Cost' to edit." The main area is a table with four columns: "Weight", "Charges", "Cost", and "Difference". The "Weight" column lists weights from 1 to 18. The "Charges" column lists charges from 3.02 to 4.99. The "Cost" column lists costs from 0.00 to 0.00. The "Difference" column lists differences from 0.00 to 0.00. The row for weight 5 is currently selected.

Weight	Charges	Cost	Difference
1	3.02	3.02	0.00
2	3.08	3.08	0.00
3	3.17	3.17	0.00
4	3.29	3.29	0.00
5	3.42	3.42	0.00
6	3.57	3.57	0.00
7	3.71	3.71	0.00
8	3.85	3.85	0.00
9	3.98	3.98	0.00
10	4.11	4.11	0.00
11	4.25	4.25	0.00
12	4.38	4.38	0.00
13	4.51	4.51	0.00
14	4.62	4.62	0.00
15	4.72	4.72	0.00
16	4.81	4.81	0.00
17	4.90	4.90	0.00
18	4.99	4.99	0.00

3. Change the carrier to UPW to check the international rates.

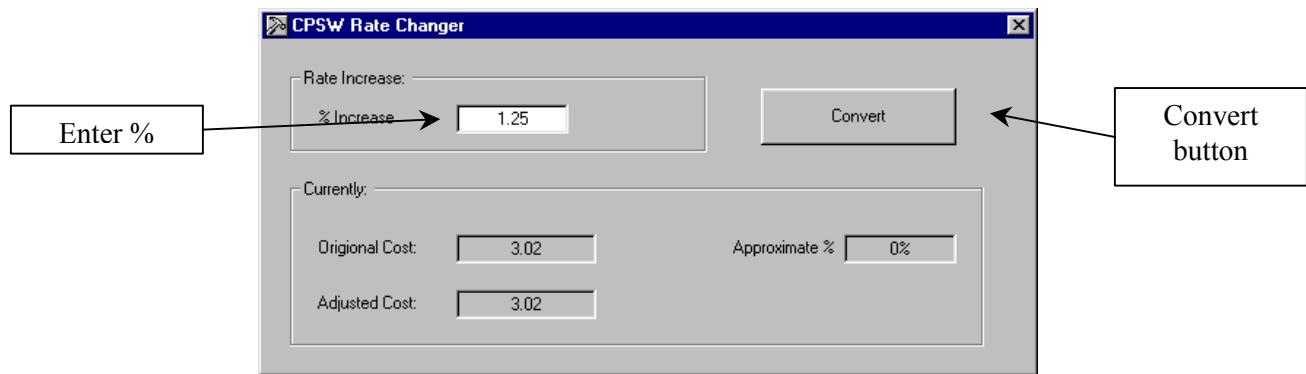
3. Run The RateChg Program

After downloading the new version of the shipping application, find the RateChg.exe program on your desktop. Make sure OmniShip and CPS are closed before running this program. To run this program:

1. Double-click the RateChg icon:



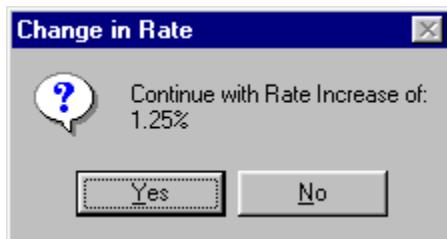
2. The CPSW rate changer window appears:



3. Enter 1.25 in the % Increase box and click the Convert button.

Note: If UPS discontinues the fuel surcharge, enter a '0' here to go back to using the original rates.

4. Select Yes to continue:



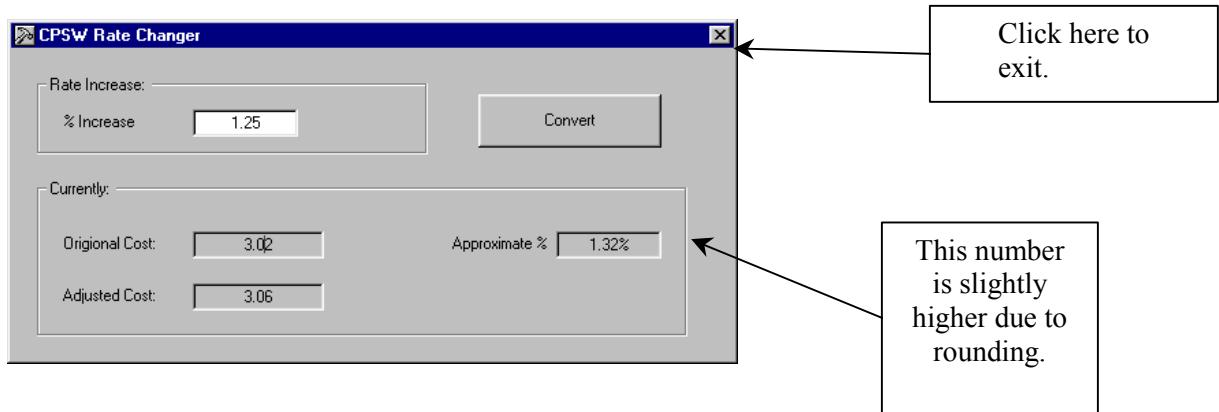
An update message appears:



5. Click OK to each message:



The CPSW Rate Changer now shows the increase in the Adjusted Cost box. The Approximate % displays the actual percentage applied after rounding:

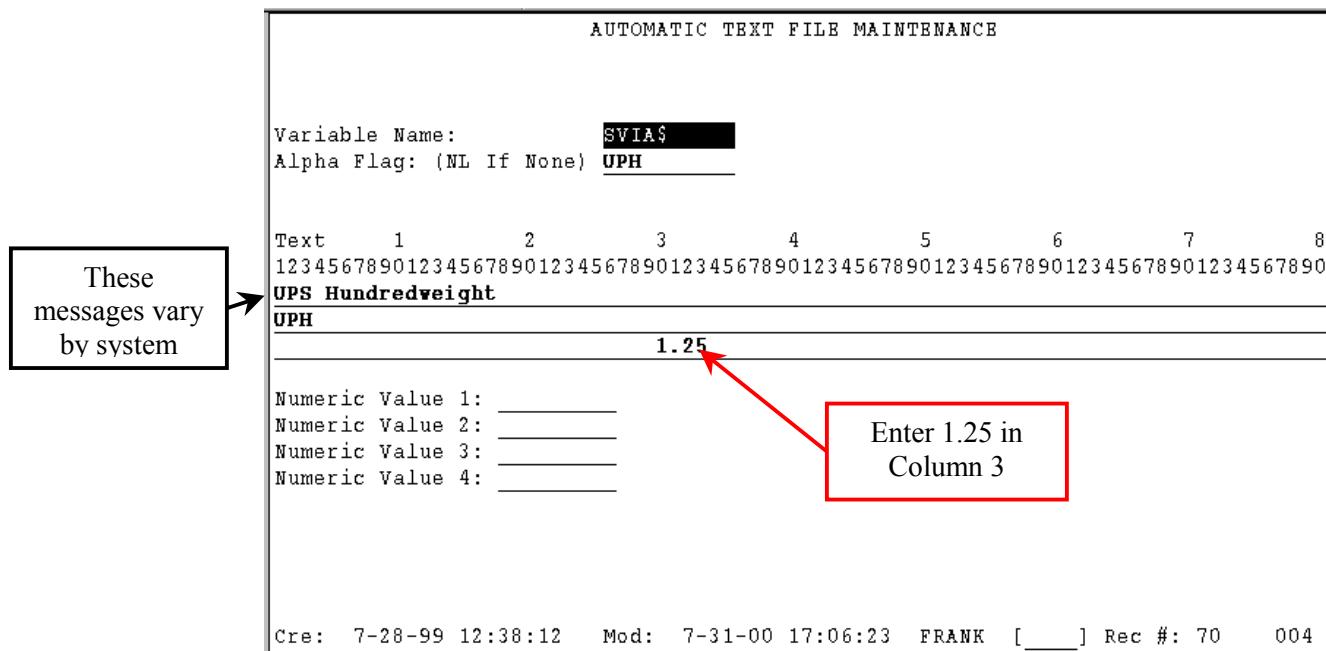


6. Click the **X** in the upper right corner of the window to exit.

4. Modify The AutoText File.

You now need to modify the AutoText file so the surcharge is applied to UPH records during reconciliation. To modify the AutoText file:

1. In your UBL system, at the SH system manager menu, choose “Data Dict - STDFM”. (Or – at a Unix prompt, type “GOTO SH”, and then at the prompt type “Run “DDSTDFM”)
2. Select AutoText File Maintenance (Item 8).
3. FIND the SVIA\$ variable and enter UPH in the Alpha Flag field.
4. Press the F3 key to Change the file.
5. Enter “1.25” on the third line of the text field in column 3. Use Enter and the arrow keys to get to the correct position:

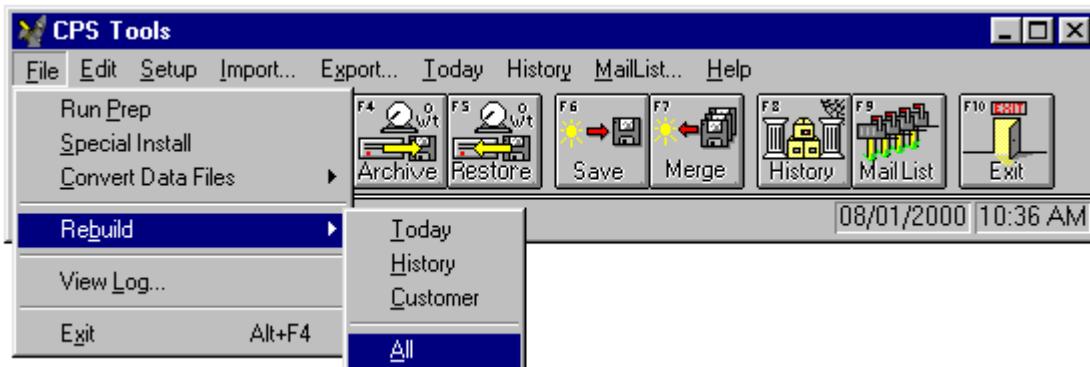


6. Repeat steps 3,4 and 5 using UPS in place of UPH.
7. Press the Stop key (F10) to save.

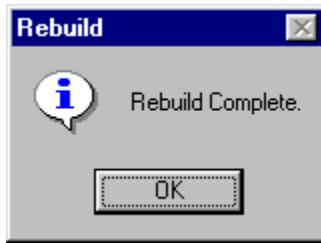
5. Rebuild the indexes in CPS:

To rebuild indexes in CPS follow the steps below.

1. Launch the CPS Tools program by opening Start→Programs→CPS for Windows→Tools
2. Select File→Rebuild→All:



- Click OK to the confirmation message:



NOTE: If you check your new rates (Edit→Costs in CPS Tools), you will notice the 1.25% increase:

Costs			
Carrier:	UPS	Zone:	2
Weight	Charges	Cost	Difference
1	3.06	3.06	0.00
2	3.12	3.12	0.00
3	3.21	3.21	0.00
4	3.33	3.33	0.00
5	3.46	3.46	0.00
6	3.61	3.61	0.00
7	3.76	3.76	0.00
8	3.90	3.90	0.00
9	4.03	4.03	0.00
10	4.16	4.16	0.00
11	4.30	4.30	0.00
12	4.43	4.43	0.00
13	4.57	4.57	0.00
14	4.68	4.68	0.00
15	4.78	4.78	0.00
16	4.87	4.87	0.00
17	4.96	4.96	0.00
18	5.05	5.05	0.00

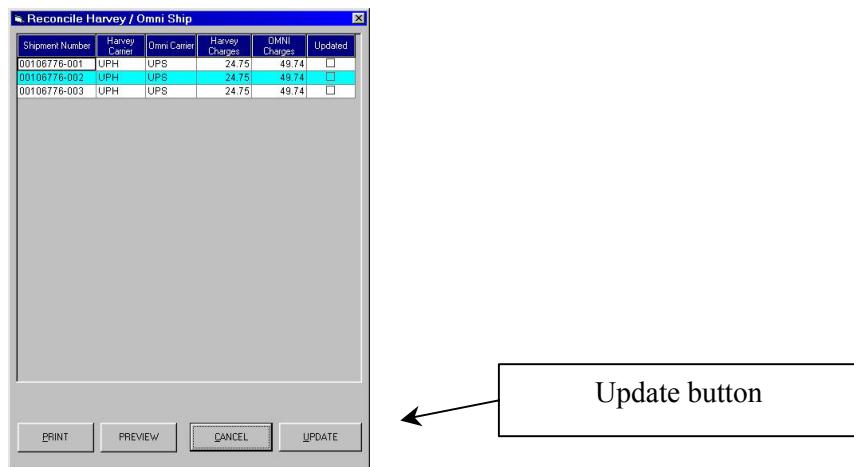
Double click 'Cost' to edit.

6. Reconcile and Update

When you reconcile as part of your normal end-of day processes, make sure the fuel surcharges are added to your UPH shipments:

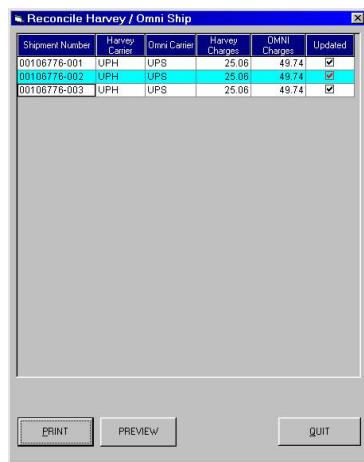


The reconcile window displays:



Update button

When you click the Update button, the Harvey Charges number reflects the 1.25% increase. The updated field displays a checkmark to indicate that the Omni Ship records were updated.



FREQUENTLY ASKED QUESTIONS

1. What does it mean if I get the message “service was left blank – Harvey can’t ship”?

Something in the data is causing CPS to not get a valid service level. Check to see if you’re trying to ship a UPS letter via ground. The letters must ship via air.

2. What are those numbers I see at the bottom of the Harvey daily entry screen?

These numbers are an accumulation of the packages you have shipped through CPS. This counter can be reset at any time by clicking on the “Zero” button (F 9) on the CPS tool bar.

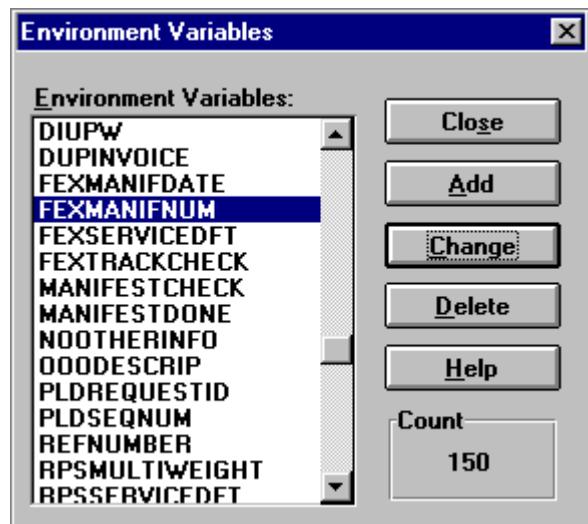
3. What does it mean when I see a message when processing that “An Accessorial that is not available has been used”?

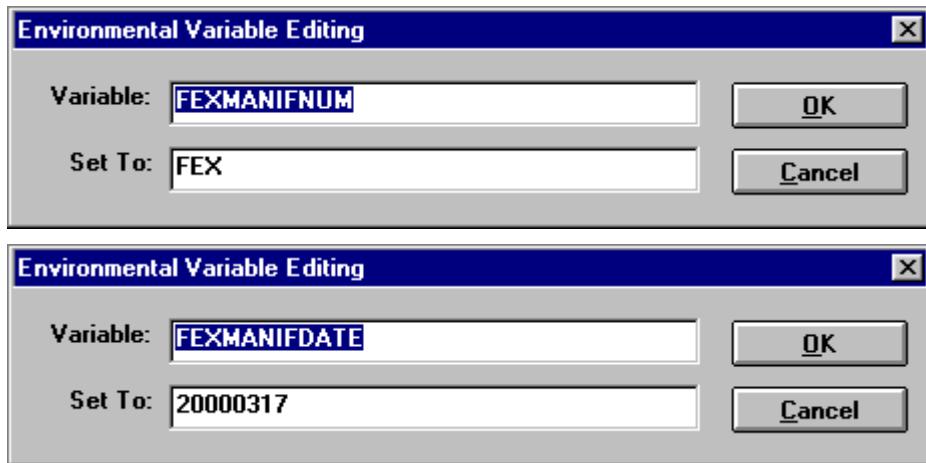
A shipment or package option was selected from the Items tab that is not available for the carrier and service level combination you chose.

4. Why don’t my FedEx or US Postal shipments move out of the CPS Daily File?

If you are not running daily manifests for these carriers, CPS environment variables may need to be set. Go to Start – Programs – CPS for Windows – Tools – Setup – Environmental Variables. (Example shown is for FedEx.) If it does not already exist (not visible in the list) press ADD to add FEXMANIFNUM, and set the value to FEX. Also add FEXMANIFDATE and set the value to the current date, in the format shown.

For U.S. Postal, change the “FEX” to “USP” in the example above.





5. How do I rebuild the CPS index files?

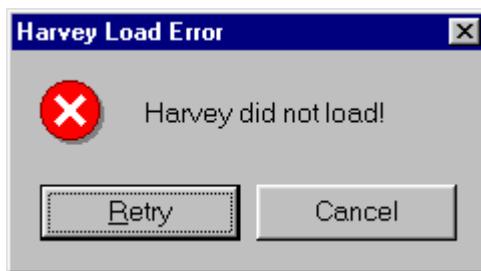
First, close Omni and CPS on all workstations. Then, on the master PC, select Start – Programs – CPS for Windows – Tools. Click the “file” menu and select “rebuild” “all”.

6. I deleted the sequential numbering from the form I was shipping, but the package labels still printed with numbers. Why?

The package info, including numbering ranges, is created when you enter the package info in the package grid. If you change the numbering after this is already done, the numbering will not get changed in the package records, which is where the label info comes from. Change or delete the starting number in the item grid BEFORE you enter the package information.

If you forget, and have already entered the package info, you can use the REMOVE FROM SHIPMENT button to remove the job info from the shipment, and ADD the ORDER again to start over.

7. Why do I sometimes see the “Harvey did not load” message? What should I do?



Because of variations in processor speeds, the Omni component may load before the Harvey program. In this case, you will see this message. Always click RETRY, more than once if needed. The system should come up normally.

6. Why did I get the error STAGING FAILED when I uploaded and what should I do?

This message indicates that there is a problem in the data in the file.

Frequently it is caused by an international shipment that has been entered incorrectly. The file will need to be sent to Harvey support and they may need to edit it. Complete your end of day processes and contact Plantrol

7. Why do I sometimes get a message that there is not enough memory, and how should I deal with it?

The program that transmits data to UPS uses quite a bit of memory and doesn't release it all back when it closes – so each time it's launched it uses up somewhat more. We recommend rebooting daily to release the memory.

8. My upload failed. What should I do?

If the correct summary barcode label was printed (indicating the PLD file was created), but the upload failed, you can proceed with all other end of day steps, including moving to history. The next time you open Omni, you will be warned that there is a file that needs to be uploaded and prompted to begin the upload. Modem problems, a bad connection or telephone line, or temporary problems at the UPS center probably caused the problem.

You can also start the upload of the prior day's file with Omni closed by selecting START – Programs – CPS for Windows – Upload Previous Day. More info can be found in section 5.2 of the User Manual "How to deal with errors uploading the manifest to UPS."

If the system failed before it created the upload file and no summary barcode label was printed, contact Plantrol support before moving to history or completing any other end of day steps and we will involve Harvey support if needed.

9. UPS has requested a past day's upload file, but I am unable to upload it successfully. What should I do?

You can provide UPS with a paper report. If you have the day's shipping detail report, a copy of that can be given to UPS. If this is not available, in UBL, go to the SH system. On the report menu, run the UPS Manifest. You will be prompted for the UPS pickup record number and the date shipped.